

Bacon Wilson, P.C.
Records Retention Schedule

Subject to specific client directives and record destruction limitations and legal requirements, which may be in effect from time to time, the following schedule is a comprehensive list of the types of records created and maintained by the Firm, the time at which the file is considered closed, and governs the period of time (years) for which the Firm's records are to be retained after the file is closed. This schedule applies to records stored on-site or off-site and applies to all methods of storage (hard copy or electronic). **(The destruction dates as set forth below shall apply to all client records unless expressly extended by the client or otherwise required by law, in which case the longer destruction date will control.)**

Client files	Date of Close	Destruction Date
General Matters	Discharge by client, withdrawal from representation by the Firm, completion of representation	10 years
Arbitration	Case Close Date	10 years
Leases	Expiration of Lease	10 years
Bankruptcy	Case Close Date	10 years
Corporate Organization Documents (Minute Books)		Indefinite
Commercial Loan Transactions	Closing Date	10 years
Plaintiff Cases	Case Close/Settlement Date	10 years
Medical/Legal Malpractice	Case Close/Settlement Date	10 years
Probate	Close/Settlement Date	10 years
Estate Plans		Indefinite
Medicaid	Case Close/Date of Death L	10 years from the date the matter closed or the date of death, whichever is later.
Guardianships/Conservatorships	Appointment	10 years from date of death, final account and/or suggestion of death or date firm is terminated, whichever is later.
Estate Tax Returns		Indefinite
Income Tax Returns		20 years
Tax Compliance		Indefinite
Adoptions		Indefinite
Divorce/Family Relations	Case closed	10 years
Prenuptial/Postnuptial Agreements		Indefinite
Separation Agreements		Indefinite
Employment (litigation)	Case Close/Settlement Date or file closed (whichever is longer)	10 years
Employment (non-litigation)	Termination of contract or file closed (whichever is longer)	10 years
Contracts	File closed	10 years
Criminal		Indefinite
Residential Real Estate Sales	Closing Date	10 years

Residential Real Estate Purchases	Closing Date	10 years
Commercial Real Estate Sales	Closing Date	10 years
Commercial Real Estate Purchases	Closing Date	Indefinite
Original Deeds		Indefinite
Trust Disbursement		Indefinite
Worker's Compensation	Close Date	20 years
Record Destruction Logs		Indefinite
Security Breach Incident Logs		Indefinite
Employee Records		(See below)
Employee Records (including time cards)		3 years after last date of employment
FMLA Documentation		3 years after last date of employment
Separate or Settlement Agreements		Indefinite
Retirement and Pension Plan Documents		Indefinite
Employee Benefit Plan Master Documents		Indefinite
Summary Plan Description		Indefinite
ERISA Filings		6 years after the filing date
Employment Tax Information		4 years from the date taxes were due or the date the taxes were paid (whichever is later)
Attendance Records		3 years after last day of employment
Payroll Records		3 years
Accident reports and worker's comp records		10 years after accident
COBRA Notices		6 years after notice given or from the last date of employment (whichever is later)
Candidate employment applications/resumes		1 year from receipt if not offered position
I-9 Forms		3 years from date of hire or 1 year after last date of employment, whichever is later
Corporate Governance		
Annual Reports (SOS)		Indefinite
Articles of Incorporation		Indefinite
Board Meetings/Minutes		Indefinite
Board Resolutions		Indefinite
By-Laws		Indefinite
Construction Documents		Indefinite
Fixed Asset Records		Indefinite
Correspondence (General)		3 years
Legal, Insurance and Safety Records		
Insurance Policies and related attachments		10 years after expiration of

Leases	policy 10 years after expiration or termination
OSHA Documents	10 years
General Contracts	10 years after expiration or termination
Accounting and Corporate Tax Records	
Annual audits and financial statements	7 years
Depreciation schedules	7 years
General Ledgers	7 years
IRS 990 tax returns	7 years
Business expense records	7 years
IRS 1099's	7 years
Journal Entries	7 years
Invoices	7 years
Miscellaneous	7 years
Bank Records	
Check registers	7 years
Bank deposit slips	7 years
Bank statements and reconciliations	7 years
Electronic funds transfer documents	7 years
Credit Card Authorization Forms	Following 90 days after original authorized payment is processed
Payroll and Employment Tax Records	
Payroll registers	7 years
State unemployment tax returns	7 years
Earnings records	7 years
Garnishment records	7 years
Payroll tax returns	7 years
W-2 statements	7 years