The following guidelines have been adopted by the APA Florida Executive Committee to govern record retention:

**Permanent Records**
- Audit reports of CPAs
- Executive Committee' minutes (bylaws and articles of incorporation)
- Canceled checks for important payments, i.e., taxes, property purchases, special contracts, etc. Checks should be filed with papers pertaining to underlying transaction.
- Chart of accounts
- Correspondence (legal and important matters)
- Deeds, mortgages, contracts and leases still in effect
- End of year financial statements
- Fixed asset records and depreciation schedules
- General ledgers and year end trial balances
- Insurance records, accident reports, claims, policies, etc.
- Journal Entries
- Tax returns
- Tax payment records

**Seven Years**
- Accounts payable and receivable ledgers, trial balances
- Bank statements
- Contracts and leases (expired)
- Expense analyses and expense distribution schedules
- Inventory records
- Vendor invoices and payments (this includes those related to section activity as well)
- Payroll records and summaries, including payments to pensioners (W-2 forms, 1099s, and 941s)
- Personnel records after termination
- Subsidiary ledgers to the general ledger and trial balances
- Travel expense reports and supporting documentation Payments to vendors, employees, etc. (including allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)
- Employment agreements after termination
- Insurance policies – expired, where a claim was paid out
- Purchase orders
- Payments to Health Insurance Plan

**Three Years**
- Employment applications
- General correspondence
- Insurance policies-expired, unless a claim was paid out
Miscellaneous internal reports
Bank reconciliations
Debit/Credit Card receipts

**One Year or Less**
Bank deposits
Correspondence with customers or vendors

Adopted: December 18, 2008
Revised: January 20, 2023