



Company Email Address

Company Website

Company Number

Company Social Media

Legal Corporate Record Retention Schedule

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The schedule is designed to aid in the efficient management of records, mitigate risks associated with record keeping, and ensure that historical and legal documents are preserved appropriately while non-essential records are disposed of in a secure and timely manner. Departments specified are responsible for adhering to the outlined retention periods, ensuring [YOUR COMPANY NAME] remains in compliance with applicable laws and regulations, thus safeguarding the company's integrity and operational excellence.

| Document Type | Retention Period | Department Responsible |
|----------------------------|---------------------------|------------------------|
| Articles of Incorporation | Permanent | Legal |
| Annual Reports | 7 years | Finance |
| Board Meeting Minutes | Permanent | Legal |
| Tax Returns and Worksheets | 7 years | Finance |
| Contracts | 7 years after termination | Legal |
| Audit Reports | 7 years | Finance |
| Property Deeds | Permanent | Legal |
| Payroll Records | 7 years | Human Resources |
| Employee Files | 7 years after termination | Human Resources |

