

Cover Sheet

Prepared For: Personalized Educational Solutions Global and its dba, Education Station
(hereafter referred to jointly as “PES”)

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Retention Schedule

Department/Record Type	Name of Regulation/Policy	Retention Period	Review Req'd	Name of Reviewing Authority
Accounting				
Accounts Payable	<i>Insert policy name</i>	5 Years	☐	Amanda Murphy
Accounts Receivable		5 Years	☐	Amanda Murphy
General		5 Years	☐	Amanda Murphy
Payroll		5 Years	☐	Amanda Murphy
Administration				
Property		Active + 4 Years	☐	Simin Yun
Facilities		Active + 4 Years	☐	Simin Yun
Security		Active + 4 Years	☐	Simin Yun
Business Organization				
Annual Reports		Indefinite	☐	Amanda Murphy
Articles of Incorporation		Indefinite	☐	Amanda Murphy
Bylaws		Indefinite	☐	Amanda Murphy
Contracts and Agreements		Indefinite	☐	Amanda Murphy
Copyrights and Trademark Registration		Indefinite	☐	Amanda Murphy
Corporation Filing		10 Years	☐	Amanda Murphy
Legal Correspondence		Indefinite	☐	Amanda Murphy
Minutes		Indefinite	☐	Amanda Murphy

Finance				
Annual Financial Reports		10 Years	☐	Amanda Murphy
Auditors' Reports		Indefinite	☐	Amanda Murphy
Bank Debt Reduction		Year of Creation + 7 Years	☐	Amanda Murphy
Bank Deposit Slips, Reconciliations, Statements		Year of Creation + 4 Years	☐	Amanda Murphy
Budgets		2 Years	☐	Amanda Murphy
Checks—Canceled		4 Years	☐	Amanda Murphy
Contracts—Purchase and Sales		Year of Creation + 4 Years	☐	Amanda Murphy
Credit Memos		4 Years	☐	Amanda Murphy
Depreciation Records		Year of Creation + 4 Years	☐	Amanda Murphy
Employee Payroll Records		Year of Creation + 6 Years	☐	Amanda Murphy
Financial Statements—Annual		Indefinite	☐	Amanda Murphy
Financial Statements—Interim		4 Years	☐	Amanda Murphy
Insurance Policies		Active + 6 Years	☐	Amanda Murphy
Internal Reports (work, sales, production, etc.)		4 Years	☐	Amanda Murphy
Invoices (receipts, merchandise purchases, etc.)		Year of Creation + 4 Years	☐	Amanda Murphy
Invoices (purchases of permanent assets)		Year of Creation + 4 Years	☐	Amanda Murphy
General Ledger		Indefinite	☐	Amanda Murphy
Journals (general, cash, purchase, etc.)		Indefinite	☐	Amanda Murphy
Payroll Journal		4 Years	☐	Amanda Murphy

Subsidiary Ledgers (AP, AR, etc.)		6 Years	☐	Amanda Murphy
Time Cards and Time Reports		4 Years	☐	Amanda Murphy
Legal				
Agreements		Active + 6 Years	☐	Simin Yun
Leases		Active + 6 Years	☐	Simin Yun
Tax Returns		5 Years	☐	Simin Yun
General				
Job Descriptions		Active + 10 Years	☐	Simin Yun
Insurance				
Accident Reports		6 Years	☐	Amanda Murphy
Medical Reports		Active + 30 Years	☐	Amanda Murphy
Safety Records		6 Years	☐	Amanda Murphy
Fire Inspection Reports		6 Years	☐	Amanda Murphy
Group Disability Records		6 Years	☐	Amanda Murphy
Insurance Policies		Active + 6 Years	☐	Amanda Murphy
Safety Records		6 Years	☐	Amanda Murphy
Settled Insurance Claims		Active + 4 Years	☐	Amanda Murphy
Personnel				
Actuarial Reports		Indefinite	☐	Amanda Murphy
Application Hired		Indefinite	☐	Amanda Murphy

Associated Ledgers and Journals		Indefinite	☐	Amanda Murphy
Financial Statements		Indefinite	☐	Amanda Murphy
Personnel Files		Active Indefinite	☐	Amanda Murphy
Personnel Files		Terminated + 5 Years	☐	Amanda Murphy
Time Sheets		Indefinite	☐	Amanda Murphy
Sales				
Orders		3 Years	☐	Amanda Murphy