

Chapter Bkg 9

RETENTION OF BOOKS AND RECORDS

Bkg 9.01 Retention of records; reproduction thereof; destruction of obsolete records

Bkg 9.01 Retention of records; reproduction thereof; destruction of obsolete records. (1) Section 220.285, Stats., provides that all records kept may be copied or reproduced by any photostatic, photographic or miniature photographic process which correctly, accurately and permanently reproduces or forms a medium for copying or reproducing the original record on a film or other durable material. That section also provides that such photographic, photostatic or miniature photographic copy or reproduction or copy reproduced from a film record made from a bank record is deemed to be an original record for all purposes and shall be treated as an original record in all courts or administrative agencies for the purpose of its admissibility in evidence. The schedule following sets forth the minimum retention period for records in either their original form or reproduced form, in order to ensure the preservation of such records so long as there is a reasonable possibility they may be required to establish a claim on behalf of the bank or to defend the bank from a claim made against it.

(2) The consent from the commissioner for the destruction of obsolete records after the minimum retention period is permissive and is not to be interpreted as requiring destruction at the end of the period. The commissioner of banking hereby gives this blanket consent for the destruction of records in accordance with the following schedule:

DESCRIPTION OF RECORD TYPE

<i>I Administrative</i>	PERIOD IN YEARS
	P—Permanent AC—After Closing AP—After Payment
<i>Auditing and Accounting</i>	
Audit Reports (by outside auditors)	10
Bank Call Reports	20
Bank Examination Reports	P
Branch or Station Daily Reports to Main Office	10
Cash Reserve Computation Sheets	2
Daily Financial Statements	20
Earnings & Dividends Reports	20
Monthly Reports to Directors (and Executive Committee)	10
Reconcilements of Bank (due to) deposits	10
Reconciliation Register, due from banks	10
Tax Returns and Tax Audit Reports	20
<i>Capital</i>	
Dividend Checks	15 AP
Dividend Register	15
Proxies	3
Receipts for Stock Certificates (recommended that receipts obtained be affixed to certificate book stubs)	P
Stock Certificate Books, and Stubs	P
Stock Ledger	50
<i>General Ledger</i>	
Daily Statement of Condition	20
General Journal	

	PERIOD IN YEARS
	P—Permanent
	AC—After Closing
	AP—After Payment
(a) If a byproduct of posting general ledger	2
(b) If an original book of entry, with descriptions	20
General Ledger Sheets	P
General Ledger Debit & Credit Tickets	10
<i>Insurance</i>	
Blanket Bonds	6
Other Policies (after expiration)	3
Records of Policies in Force, Premium Payments and sums recovered	3
<i>Investments</i>	
Bond Ledger Records	20
Broker's Confirmations	10
Broker's Invoices	10
Broker's Statements	5
Buy and Sell Orders	5
Descriptive Literature on Issues Disposed of	Optional
<i>Loans</i>	
Applications	1 Yr. After Last Scheduled Payment or 1 Yr. AP in full, whichever is sooner
Collateral Margin Cards	Optional
Collateral Register and Receipts	10
Credit Files (Closed)	3 AC
Debit and Credit Tickets	10
<i>Journal</i>	
(a) If a byproduct of posting liability ledger	2
(b) If an original book of entry, with descriptions	20
Liability Ledger	10
Loan Committee Minutes	20
<i>Note or Discount Register</i>	
(a) If a byproduct of posting liability ledger	2
(b) If an original book of entry, with descriptions	20
Note and Discount Tickler	Optional
Resolutions	7 AP
<i>Minute Books</i>	
Minutes of Directors' Meetings	P
Minutes of Stockholders' Meetings	P
<i>Personnel</i>	
Retention of personnel records should be in conformity with regulations of Federal and State Agencies.	
<i>II Cash</i>	
<i>Due from Banks</i>	
Advices from Correspondents	2
Bank Statements	5
Drafts (Paid)	5 AP
Draft Register	10
Reconciliation Register	10
<i>Proof Clearings & Transit</i>	
Clearing House Settlement Sheets	1
Proof Sheets or Tapes for Deposits, Departmental or Teller Totals, Incoming & Outgoing Clearings and Transit Items	1
<i>Tellers</i>	
Cash Items Records (Register)	5
Cash Variation Records	10
Return Items Records	5
Tellers Cash Book (or sheets)	5
Tellers Cash Tickets	1
Tellers Blotter, Journal or Proof	2

COMMISSIONER OF BANKING

17

Bkg 9

PERIOD IN YEARS
 P—Permanent
 AC—After Closing
 AP—After Payment

III Deposits

<i>Certificates of Deposit</i>	
Certificates, after payment	10
Certificate Ledger	15
Certificate Register	15
Computer (EDP) Trial Balance & Journal Records.....	15
Computer (EDP) Monthly or Weekly Reports.....	5
<i>Commercial Deposits (Subject to Check)—Individuals & Firms</i>	
Computer (EDP) Records:	
Conversion (Initial entry) Run	1
Customers' Statements	10
Daily Journals & Trial Balances	1
Daily Reports on Changes in Master Files, Large Balances, New & Closed Accounts, Service Charges, Overdrafts, Unposted Items, Uncollected Funds, Exceptions, etc.	1
Deposit Tickets (or duplicates)	10
Ledger Journals (or bookkeeper's daily list of checks charged in total)	1
Ledger Sheets	10
Overdraft Register or Record	5
Resolutions	10 AC
Returned Checks Records	5
Service Charge Records	3
Signature Cards	10 AC
Stop Payment Orders	2
Trial Balances.....	2
Unclaimed Balances Record	20
Undeliverable Statements & Cancelled Checks	10
Club Accounts (Christmas, Vacation, etc.)	
Checks, after Payment	10
Check Register	15
Coupons	1
Journal	5
Ledger Cards	5
Withdrawn Receipts	15
<i>Due to Banks</i>	
Bank Ledger Sheets	10
Cash Letter Memos for Credit	5
Cash Letters for Remittances	5
Reconciliation Register	10
<i>Official Checks (Cashier, Certified, Expense, Money Orders, etc.)</i>	
Checks	15 AP
Check Registers	15
Computer (EDP) Journal & Trial Balance	5
Computer (EDP) Weekly or Monthly Reports.....	5
Receipts Issued for Certified Checks	10 AP
<i>Savings</i>	
Computer (EDP) Records:	
Daily Journal & Trial Balances	1
Pyramidal Journal & Trial Balance	15
Semiannual Statements to Depositors	15
Proof Listing, Account, Exceptions and Maintenance Reports	1
Deposit Tickets	10
Journal (or Machine Control Tapes).....	5
Ledger Cards or Sheets	10
Resolutions	10 AC
Signature Cards	10 AC
Unclaimed Balances Record	20
Withdrawal Receipts	10

PERIOD IN YEARS
 P—Permanent
 AC—After Closing
 AP—After Payment

IV Miscellaneous

<i>Collections</i>	
Coupon cash letters, outgoing.....	5
Incoming collection letters	5
Receipts.....	5
Register	15
Returns	5
<i>Customer Services</i>	
Brokers' invoices, confirmations and statements.....	15
Letters of credit applications	20
Letters of credit ledger accounts	20
Night depository (after hour) Agreements or contracts.....	10
Night Depository (after hour) Receipts	10
Safe Deposit Vault:	
Access or entrance records	20
Cancelled signature cards or leases.....	5 AC
Contract or lease agreement records	5 AC
Rental records	5
Safekeeping records and receipts	20
Securities buy and sell orders (customer's).....	20
Travelers' Checks applications	3
<i>General</i>	
Attachments, court orders, garnishments & releases	10
Correspondence—Routine	Optional
Covering commitments, policies or decisions	10
Escrow account records	10
Foreign Exchange remittance records	10
Paid bills, invoices & statements (for expenses, etc.)	10
Protest notices	1
Stenographers' notebooks	1
Telegrams, cables & radiogram copies.....	10
Vault records; openings & closing.....	5
Withheld taxes accounts; deposit tickets, receipts & remittances	10
<i>Registered Mail</i>	
Incoming and outgoing records	5
Return receipt cards	5

V Trust Department

Approval Files of Co-Trustees	10
Brokers' Purchases and Sales Confirmations	2 AC
Cancelled Stock Certificates	P
Correspondence:	
Routine	Optional
Important (covering commitments, decisions or policies)	10
Debit and Credit Tickets and Other Posting Media	10
Dividend Checks Issued as Distributing Agent.....	20
Document Files	20 AC and Release
Expense Vouchers	20
General Journal	P
General Ledger	P
Investment Reviews and Analyses.....	10
Ledger Records—Trust	P
Ledger Records—Common Trusts.....	P
Stock Ledgers as Transfer Agents	7 Yrs. after Individual Account Closed
Tax Returns, Federal and State:	
Estate.....	P
Gift.....	20 Yrs. after Final Accounting

COMMISSIONER OF BANKING

19

Bkg 9

PERIOD IN YEARS
P—Permanent
AC—After Closing
AP—After Payment

Income	20 Yrs. after Final Accounting
Trust Checks	14
Trust Committee Minutes	P
Trust Investment Committee Minutes	P
Voucher Receipts or Records	6

History: 1-2-56; am. Register, July, 1963, No. 91, eff. 8-1-63; am. Register, July, 1968, No. 151, eff. 8-1-68; am. (4), Register, August, 1971, No. 188, eff. 9-1-71; am. Register, September, 1973, No. 213, eff. 10-1-73.