

**Chapter Bkg 9****RETENTION OF BOOKS AND RECORDS**

**Bkg 9.01** Retention of records; the microfilming thereof; destruction of obsolete records

**Bkg 9.01 Retention of records; the microfilming thereof; destruction of obsolete records.** (1) **MINIMUM RETENTION PERIOD OF ORIGINAL RECORDS.** Schedule 1 of this section sets forth the minimum retention period of original records. During this period the original record may be microfilmed and the original thereof destroyed at the end of the retention period. The microfilm record will be retained for the period set forth in schedule 2 of this section.

(2) **MINIMUM RETENTION PERIOD OF MICROFILM.** Schedule 2 of this section sets forth the minimum retention period of microfilm record. Retention period of microfilm record commences at the termination of the retention period of original records.

(3) **OVERALL RETENTION PERIOD OF EITHER THE ORIGINAL RECORD OR THE COMBINATION OF ORIGINAL AND MICROFILM RECORD.** Schedule 3 of this section sets forth the overall retention period of either the original record or the combination of original and microfilm record as permitted under schedules 1 and 2 of this section.

(4) **COMMISSIONER'S CONSENT FOR DESTRUCTION OF RECORDS.** The consent from the commissioner for the destruction of bank records, after termination of minimum holding period is permissive and shall not be interpreted as requiring destruction at the end of such period. The commissioner of banks hereby gives this written blanket consent for such destruction of records in accordance with the following schedules:

## SCHEDULE FOR PRESERVATION OF BANK RECORDS

	*SCHEDULE (1)	*SCHEDULE (2)	SCHEDULE (3)
	Minimum retention period of original record after which the record may be micro-filmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	Minimum retention period of microfilm record following the period established in Schedule (1).	Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
<b>Accruals</b>			
Daily Accrual Sheets.....	2 Years	4 Years	6 Years
Nonaccruing Records.....	2 Years	4 Years	6 Years
<b>After Hour Depository</b>			
Content Record.....	3 Years	3 Years	6 Years
Contract Cards.....	3 Years	7 Years	10 Years
<b>Borrowed Funds</b>			
Register of Rediscounts.....	3 Years	17 Years	20 Years
Register of Securities Pledged.....	3 Years	17 Years	20 Years
<b>Capital</b>			
Dividend Checks.....	5 Years after Payment	10 Years	15 Years after Payment
Dividend Register.....	5 Years	10 Years	15 Years
Minutes of Directors' Meetings.....	Permanent		Permanent
Minutes of Stockholders' Meetings.....	Permanent		Permanent
Proxies.....	3 Years		3 Years
Stock Certificate Book.....	Permanent		Permanent
Stock Register.....	50 Years		50 Years
<b>Cash</b>			
Advices of Credit.....	3 Years	3 Years	6 Years
Batch Sheets (also Nat'l. Cash and IBM Master Tapes).....	3 Years		3 Years
Cash Item Register.....	3 Years	3 Years	6 Years
Cash Variation Records.....	3 Years	17 Years	20 Years
Clearing House Sheets.....	3 Years		3 Years
Interior Proving Records.....	3 Years		3 Years
Outgoing Cash Letters.....	3 Years	3 Years	6 Years
Return Item Records.....	3 Years	3 Years	6 Years
Tellers' Make-up Sheets.....	3 Years	3 Years	6 Years

**SCHEDULE FOR PRESERVATION OF BANK RECORDS—Continued**

	*SCHEDULE (1)	*SCHEDULE (2)	SCHEDULE (3)
	Minimum retention period of original record after which the record may be micro-filmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	Minimum retention period of microfilm record following the period established in Schedule (1).	Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
<b>Cashiers' Checks</b> (See Official Checks)			
<b>Certified Checks</b> (See Official Checks)			
<b>Certificates of Deposit</b>			
Certificates.....	5 Years	10 Years	15 Years
Certificate Ledger.....	5 Years	10 Years	15 Years
Certificate Register.....	5 Years	10 Years	15 Years
<b>Club Accounts</b>			
Coupons.....	1 Year		1 Year
Journal.....	3 Years	3 Years	6 Years
Ledger Cards.....	3 Years	3 Years	6 Years
Withdrawal Receipts.....	3 Years	17 Years	20 Years
<b>Club Checks</b> (See Official Checks)			
<b>Collections</b>			
Collected.....	3 Years	3 Years	6 Years
Receipts.....	3 Years	3 Years	6 Years
Register.....	3 Years	17 Years	20 Years
Remittance.....	3 Years	3 Years	6 Years
Returned.....	3 Years	3 Years	6 Years
<b>Correspondence</b>			
Routine.....	Optional	Optional	Optional
Important—covering commitments, decisions, or policies.....	3 Years	17 Years	20 Years
Registered Mail Receipts (Return).....	3 Years	3 Years	6 Years
Stenographers' Note Books.....	1 Year		1 Year

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## SCHEDULE FOR PRESERVATION OF BANK RECORDS—Continued

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	Minimum retention period of original record after which the record may be micro-filmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	Minimum retention period of microfilm record following the period established in Schedule (1).	Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
<b>Deposits</b>			
Daily Report of Accounts Opened and Closed.....	Optional	Optional	Optional
Resolutions.....	3 Years	17 Years	20 Years
Signature Cards.....	3 Years	17 Years	20 Years
Trial Balances.....	Optional	Optional	Optional
<b>Deposits—Due to Banks</b>			
Cash Letters (Deposits).....	3 Years	3 Years	6 Years
Cash Letters (Remittance).....	3 Years	3 Years	6 Years
Reconcilements.....	3 Years	7 Years	10 Years
<b>Deposits—Subject to Check</b>			
Account Analysis.....	Optional	Optional	Optional
Computer Daily Trial Balance and Journal			
Final Record.....	3 Years	17 Years	20 Years
Not the final record.....	3 Years		3 Years
Deposit Tickets			
Returned to customers with monthly statement.....		15 Years	15 Years
Not returned to customers with monthly statement.....	3 Years	12 Years	15 Years
Journals (Daily List of Checks, Deposits).....	3 Years		3 Years
Ledger Sheets (or stubs with ledger sheet information).....	3 Years	17 Years	20 Years
Overdrafts.....	3 Years	3 Years	6 Years
Public Fund Computations.....	Optional	Optional	Optional
Service Charge Records.....	3 Years		3 Years
Statement Receipts.....	3 Years		3 Years
Statement Stubs (with analysis information).....	Optional	Optional	Optional
Undelivered Statements, Cancelled Checks.....	10 Years if Undeliverable	10 Years	20 Years if Undeliverable
Proof Machine Journal.....	3 Years		3 Years
<b>Due From Banks</b>			
Bank Statements.....	6 Years		6 Years
Drafts (Paid).....	5 Years	10 Years	15 Years
Incoming Cash Letters.....	3 Years	3 Years	6 Years
Reconcilements.....	3 Years	7 Years	10 Years
Draft Register.....	5 Years	10 Years	15 Years

**SCHEDULE FOR PRESERVATION OF BANK RECORDS—Continued**

	*SCHEDULE (1) Minimum retention period of original record after which the record may be micro-filmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	*SCHEDULE (2) Minimum retention period of microfilm record following the period established in Schedule (1).	SCHEDULE (3) Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
<b>Expense</b>			
Checks.....	5 Years	10 Years	15 Years
Invoices.....	3 Years	7 Years	10 Years
Register.....	5 Years	10 Years	15 Years
Salary Receipts.....	4 Years		4 Years
Vouchers.....	3 Years	7 Years	10 Years
<b>Garnishee Accounts</b>			
Court Orders.....	3 Years	7 Years	10 Years
Releases.....	3 Years	7 Years	10 Years
<b>General Ledger</b>			
Daily Statements.....	50 Years		50 Years
General Journal.....	50 Years		50 Years
General Tickets.....	3 Years	7 Years	10 Years
Ledger Sheets.....	50 Years		50 Years
Tax Exempt Income Register.....	10 Years		10 Years
<b>Insurance</b>			
Blanket Bonds.....	6 Years		6 Years
Other Policies After Expiration.....	3 Years		3 Years
Registered Mail Floater Policies.....	6 Years		6 Years
<b>Letters of Credit</b>			
Applications.....	3 Years	17 Years	20 Years
Cancelled Letters.....	3 Years	17 Years	20 Years
<b>Loans</b>			
Applications.....	3 Years		3 Years
Appraisal Reports (Old).....	3 Years		3 Years
Average Balance Cards.....	Optional	Optional	Optional
Collateral Register (With Receipts).....	3 Years	17 Years	20 Years
Collateral Securities Tickler and Appraisal.....	3 Years		3 Years

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**SCHEDULE FOR PRESERVATION OF BANK RECORDS—Continued**

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	Minimum retention period of original record after which the record may be micro-filmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	Minimum retention period of microfilm record following the period established in Schedule (1).	Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
<b>Loans—Continued</b>			
Credit Files (Old).....	6 Years		6 Years
Discount Committee Minutes.....	20 Years		20 Years
Debit and Credit Tickets.....	3 Years		10 Years
Escrow Books and Receipts.....	3 Years	7 Years	10 Years
Foreign Exchange Records.....	3 Years	7 Years	10 Years
Journal Sheets.....	3 Years	2 Years	5 Years
Loans and Discounts Ledger.....	3 Years	17 Years	20 Years
Loans and Discount Register.....	3 Years	17 Years	20 Years
Note Ticker.....	Optional	Optional	Optional
<b>Official Checks</b>			
Checks (Cashiers' Checks, Money Orders, Drafts).....	5 Years	10 Years	15 Years
Certified Checks.....	5 Years	10 Years	15 Years
Register.....	5 Years	10 Years	15 Years
<b>Punch Card Records</b>			
Dormant or Unclaimed Balances.....	10 Years after Escheat		10 Years after Escheat
Expense Accounts.....	1 Year		1 Year
Furniture and Fixtures.....	10 Years		10 Years
Large Balances.....	Optional		Optional
Personal Loan Records.....	1 Year after Closing		1 Year after Closing
Safe Deposit Record.....	20 Years after Closing		20 Years after Closing
Trust Department Ledger.....	20 Years after Closing		20 Years after Closing
<b>Reports</b>			
Audit.....	10 Years		10 Years
Audit Working Papers.....	2 Years		2 Years
Bank Examiners' Reports.....	Permanent		Permanent
"Call" Statements.....	20 Years		20 Years
Earnings Report.....	20 Years		20 Years
Federal Reserve Reports.....	20 Years		20 Years
Income Tax Returns and Tax Audit Reports.....	20 Years		20 Years
Monthly Reports to Directors.....	6 Years		6 Years

**SCHEDULE FOR PRESERVATION OF BANK RECORDS—Continued**

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<b>Safe Deposit Department</b>			
Contract Cards.....	3 Years	17 Years	20 Years
Entrance Records.....	3 Years	17 Years	20 Years
Rental Records.....	6 Years after Closing		6 Years after Closing
Vault Report (Open and Closed).....	6 Years		6 Years
<b>Safe-Keeping</b>			
Books and Receipts.....	3 Years	17 Years	20 Years
<b>Savings Deposits</b>			
Deposit Tickets.....	3 Years	12 Years	15 Years
Journal.....	6 Years		6 Years
Ledger.....	3 Years	17 Years	20 Years
N.C.R. Journal Tapes.....	3 Years		3 Years
Signature Cards.....	3 Years after Account Closed	17 Years	20 Years after Account Closed
Withdrawal Receipts.....	3 Years	17 Years	20 Years
<b>Securities</b>			
Advices of Securities Forwarded.....	6 Years		6 Years
Appraisal.....	Optional	Optional	Optional
Customers' Order to Buy or Sell.....	3 Years	17 Years	20 Years
Invoices (Purchase or Sale).....	3 Years	7 Years	10 Years
Receipts for Securities Delivered.....	6 Years		6 Years
Securities Ledger.....	3 Years	17 Years	20 Years
<b>Travelers' Checks</b>			
Applications.....	3 Years		3 Years
<b>Trust Department</b>			
Approval Files of Co-Trustees.....	6 Years after Closing	14 Years	20 Years after Closing
Brokers' Purchase and Sale Confirmations.....	6 Years	4 Years	10 Years
Cancelled Stock Certificates.....	10 Years	30 Years	40 Years
Cancelled Vouchers.....	10 Years	30 Years	40 Years
Correspondence:			
Routine.....	Optional	Optional	Optional
Important—covering commitments, decisions or policies.....	10 Years	10 Years	20 Years

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**SCHEDULE FOR PRESERVATION OF BANK RECORDS—Continued**

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	*SCHEDULE (1)	*SCHEDULE (2)	SCHEDULE (3)
	Minimum retention period of original record after which the record may be microfilmed and then destroyed. The microfilm will be retained for the period set forth in Schedule (2).	Minimum retention period of microfilm record following the period established in Schedule (1).	Overall minimum retention period of either the original record or the combination of original and microfilm record as permitted under Schedules (1) and (2).
<b>Trust Department—Continued</b>			
Debit and Credit Tickets.....	10 Years		10 Years
Dividend Checks Issued as Disbursing Agent.....	10 Years	30 Years	40 Years
Document Files.....	6 Years after Closing and Release	14 Years	20 Years after Closing and Release
Expense Vouchers.....	10 Years	10 Years	20 Years
General Journal.....	Permanent		Permanent
General Ledger.....	Permanent		Permanent
Ledger Records—Trust.....	20 Years after Closing	20 Years	40 Years after Closing
Ledger Records—Common Trusts.....	20 Years after Closing	20 Years	40 Years after Closing
Stock Ledgers as Transfer Agents.....	6 Years after Individual Account Closed		6 Years after Individual Account Closed
Trust Checks.....	10 Years	30 Years	40 Years
Trust Committee Minutes.....	20 Years	Permanent	Permanent
Trust Investment Committee Minutes.....	20 Years	Permanent	Permanent
Voucher Receipts.....	10 Years	30 Years	40 Years
Voucher Records.....	10 Years	30 Years	40 Years
<b>Unclaimed Balances</b>			
Ledger Sheets.....	6 Years after Escheat, Payt.	24 Years	30 Years
Withdrawal Tickets.....	6 Years after Escheat	24 Years	30 Years
Withdrawal Checks.....	30 Years if Undeliverable		30 Years if Undeliverable
Reports to State Treasurer.....	3 Years	17 Years	20 Years
<b>U. S. Deposits</b>			
Reports to Federal Reserve.....	6 Years		6 Years
Reports to Treasurer of U. S.....	6 Years		6 Years
<b>Withheld Tax Deposits</b>			
Deposit Tickets.....	3 Years	17 Years	20 Years
Depository Receipts.....	3 Years	17 Years	20 Years
Depository Transmittal Letters.....	3 Years	7 Years	10 Years

\*Schedules (1) and (2) not applicable if microfilm is used as the original record for daily transactions. In such cases the original microfilm record will be retained for the minimum retention period set forth in Schedule (3).

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