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### DISPOSITION SCHEDULE

	<b>How Long To Save</b>		
<b><u>Medical Records</u></b>		◆ Insurance records, current claims reports and related materials	Permanently
◆ Patient charts	Permanently	<b><u>Banking Records</u></b>	
◆ X-rays	Permanently	◆ Duplicate deposit slips	1 year
◆ Medical correspondence (to patients, to referrers about patients, etc.)	Permanently	◆ Canceled checks (except as below)	7 years
<b><u>Business Record</u></b>		◆ Canceled checks for major items including: taxes, major asset purchases, real estate improvements, special contracts, etc., (to be filed with papers for the underlying transaction)	Permanently
◆ Day sheets, patient billing, fee slips or other original entry forms	7 years	◆ Monthly bank statements	1 year
◆ Internal monthly summaries, management reports and interim financial reports	3 years		<b>How Long To Save</b>
◆ Internal year-end financial and management reports	7 years	<b><u>Employment Records</u></b>	
◆ Accountants' annual financial reports and underlying schedules, work papers, etc.	Permanently	◆ Applications (except of employees actually hired)	3 years
◆ Third party insurance claims, records and correspondence	7 years	◆ Personnel records (including original applications), after termination	3 years
◆ Purchase invoices and paid bills	7 years	◆ Payroll records and summaries, including payroll tax forms	7 years
◆ Business correspondence:		◆ Employee time sheets and/or time clock records	7 years
- Routine, low importance	1 year		
- General	3 years		
- Major, legal, important matters	Permanently		
◆ Expired insurance policies (except malpractice)	3 years		
◆ Malpractice insurance policies	Permanently		

### **Tax Records**

- ◆ Tax returns and any documents relating to tax audits, adjustments, etc. Permanently
- ◆ Worksheets, lists, schedules, etc. supporting tax return items (generally) 7 years
- ◆ Documents, receipts, worksheets, etc. as to property (both real estate and stocks, bonds, tax shelters, etc.) no longer owned. Keep until property is disposed of. Plus 7 years

### **Legal Documents**

- ◆ Deeds, mortgages and bills of sale of major items Permanently
- ◆ Partnership agreements, corporate employment/shareholder agreements, etc. keep permanently until expired. Plus 7 years
- ◆ Corporate minute books, charter, by-laws and minutes. Keep until you cease being a shareholder. Plus 7 years
- ◆ Promissory notes receivable and other documents of debts owing to you (After full payment) 7 years
- ◆ Original promissory notes which you have paid off-unless returned and marked "Paid" Permanently
- ◆ Copies of promissory notes payable, payment schedules and records of debts you owe (After full payment) 3 years
- ◆ Canceled stock and bond certificates 7 years