

# Pennsylvania Conference Church & School Record Retention

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The following are guidelines to be followed in retaining the following documents:

1. Tithe Envelopes	3 years and until audited
2. Deposit Tickets	3 years and until audited
3. Expense Reports	3 years and until audited
4. Receipts	6 years and until audited
5. Cancelled Checks	6 years and until audited
6. Insurance Policy's	6 years and until audited
7. Sales Invoices (bills)	6 years and until audited
8. Bank Statements & Reconciliation Reports	10 years and until audited
9. Audit Reports	10 years and until audited
10. Financial Statements	10 years and until audited
11. General Ledger Book	10 years and until audited

If possible insurance policies, deeds, mortgages, payroll, should be kept in a fireproof locked file