

FLORIDA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION GUIDELINES FOR RETENTION OF RECORDS

The following guidelines have been adopted by the APA Florida Executive Committee to govern record retention:

Permanent Records

Audit reports of CPAs
Executive Committee' minutes (bylaws and articles of incorporation)
Canceled checks for important payments, i.e., taxes, property purchases, special contracts, etc. Checks should be filed with papers pertaining to underlying transaction.
Chart of accounts
Correspondence (legal and important matters)
Deeds, mortgages, contracts and leases still in effect
End of year financial statements
Fixed asset records and depreciation schedules
General ledgers and year end trial balances
Insurance records, accident reports, claims, policies, etc.
Journal Entries
Tax returns
Tax payment records

Seven Years

Accounts payable and receivable ledgers, trial balances
Bank statements
Contracts and leases (expired)
Expense analyses and expense distribution schedules
Inventory records
Vendor invoices and payments (this includes those related to section activity as well)
Payroll records and summaries, including payments to pensioners (W-2 forms, 1099s, and 941s)
Personnel records after termination
Subsidiary ledgers to the general ledger and trial balances
Travel expense reports and supporting documentation Payments to vendors, employees, etc. (including allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)
Employment agreements after termination
Insurance policies – expired, where a claim was paid out
Purchase orders
Payments to Health Insurance Plan

Three Years

Employment applications
General correspondence
Insurance policies-expired, unless a claim was paid out

Miscellaneous internal reports
Bank reconciliations
Debit/Credit Card receipts

One Year or Less

Bank deposits
Correspondence with customers or vendors

Adopted: December 18, 2008
Revised : January 20, 2023