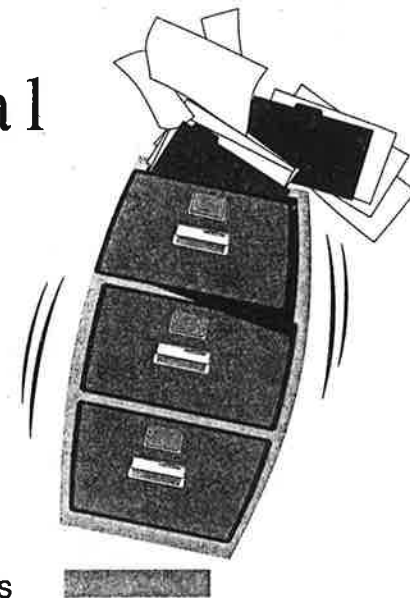


How long to retain funeral home documents?



1. Funeral Service Documents

- a. Copies of Death Certificates - 3 years
- b. Price Lists - 1 year after date of last distribution to customer
- c. Statement of Funeral Goods and Services Selected - 2 years from date of arrangement conference

2. OSHA Documents

- a. Formaldehyde Monitoring Records - 30 years
- b. Employee OSHA Training Records - 3 years
- c. Employee Medical Records - 30 years (after last date of employment)

3. Personnel Records

- a. Wage and Hour Logs - 3 years
- b. Personnel Decision (Hire/Fire) - 2 years
- c. Payroll Records - 6 Years

4. Accounting Documents

- a. Bank Statements/Deposit Slips - 6 years
- b. Checks - 6 years
- c. Expense Reports - 4 years (after date tax return is filed)
- d. Monthly Trial Balances - 3 years
- e. Vouchers for Payment to Vendors, Employees, etc, - 3 years
- f. Subsidiary Ledger Including Payables and Receivables - 6 years
- g. Audit Reports and Financial Statements - Permanent
- h. General Ledgers and Journals - Permanent
- i. Tax Returns - Permanent

5. Insurance Documents

- a. Accident Report - 6 years
- b. Fire Inspection Report - 6 years
- c. Group Disability Records - 6 years
- d. Safety Report - 6 years
- e. Claims (after settlement) - 3 years
- f. Expired Policies - 3 years

6. Corporate Records

- a. Bylaws, Charter and Minute Books - Permanent
- b. Capital Stock and Bond Records - Permanent
- c. Checks Regarding Taxes, Property and Fulfillment of Major Contracts - Permanent
- d. Contracts and Agreements - Permanent
- e. Copyright and Trademark Registrations - Permanent
- f. Deeds and Easements - Permanent
- g. Retirement /Pension Records - Permanent
- h. Tax Returns, Supporting Documents - Permanent
- i. Expired Mortgages, Notes - 6 years
- j. Patents - Permanent

7. Correspondence

- a. License, Traffic and Purchase - 1 year
- b. General - 3 years
- c. Legal and Tax - 6 years

8. Other Records

- a. Shipping and Receiving - 1 year
- b. Purchasing and Sales - 7 years