

Suggested McDonald's Record Retention Guidelines

ACCOUNTS PAYABLE

Years*	
4	Paid Invoices
4 (C)	Cancelled Checks
3	Bank Reconciliations
4	Invoice Entry Journals
4	Invoice Entry Adjustments and Voids
4	Check Registers
4	Supplemental Check Register (by Store)
4	Disbursement Summary for Month
4	Fixed Asset Invoices
5	Sales Tax Returns

GENERAL LEDGER

Years*	
4	Sales Journal Entry Print Out
4	Daily Journal Entry Report
4	Period to Date Journal Entry Report
4	General Ledger - Monthly
Permanent	Year to Date General Ledger (would include annual G/L for entire fiscal year)
4	Journal Entry Documentation
1	Transfer Tickets
Permanent	Depreciation Schedules - yearly
4	Prepaid and Accrual Schedules for fiscal year end
4	Financial Statements - Monthly
Permanent	Financial Statements - Yearly

INSURANCE

Years*	
3(A)	General Liability Policy
3(A)	Workers' Comp Policy
7(B)	Liability Claim Information
7(B)	Workers' Comp Claim Information

INVENTORY

Years*	
Fiscal Year End - 4 Years* Monthly -1 year	Inventory Detail Reports
4	Vendor Master Price List

McDonald's Record Retention (Continued)

SALES

Years*	
4	Sales Journal
4	Hand Written Cash Sheet
4	ISP Cash Sheet - Daily
4	ISP Cash Sheet by Period (Month)
2	ISP Product Mix - Monthly
4	Register Cash Ringout - Daily
4	Register Product Mix - Daily
4	Register Cash Ringout - Monthly
4	Register Product Mix - Monthly
1	Deposit Tickets
4	Special Deposit Tickets and Documentation
2	Weekly Comparative Sales Reports
2	Monthly Comparative Sales Reports

PAYROLL

Years*	
(D)	I-9s
7	Labor Schedules
7	W-4 Forms
7	Certificates of Residency
5	Terminated Employee Personnel Files & PR records
7	Quarterly Payroll Tax Returns
7	Year End Payroll Tax Returns
3	Payroll Bank Reconciliations
7	Cancelled Checks
7	W-2 Forms
7	Timesheets/Worksheets

7	Crew & Mgmt Daily Time Record Printouts
7	Payroll Journals and Registers from Payroll Service

FOOTNOTES

*Keep records listed for at least this number of years from the due date (including extensions) of the tax return for that year. In the case of tax fraud the statute of limitations never runs out. Records must be kept permanently.

- (A) Expired policies only
- (B) Settled cases only
- (C) Checks for "important" payments should be retained permanently; e.g., purchase of land
- (D) Completed I-9s should be kept for three years after the date of hire or one year after the date employment ends, whichever is later. (www.uscis.gov/files/form/i-9.pdf)

Please remember that there are civil and criminal penalties for not protecting "personal data". All records should be destroyed in a manner that is secure and prevents the possibility of identity theft.

We have a separate brochure for general business records. Please call Kimberly Clemons if you would like a copy. This is intended only as a guideline and is not a legal document. Also, your state rules may differ.