

Record Retention

Sewa sets guidelines on the retention of records which meets the requirements of all federal and state agencies, as well as those of other funding sources

Record Retention for Accounting Records

Type of Record	Years
Detail Ledger	10
Trace Reports	8
Time Sheets/Travel Vouchers	8
Accounts Payable	8
W-2 , Quarterly Reports, etc.	8
Payroll Records	8
Bank Statements, Cancelled Checks	8
Check registers	8
Deposit Data Entries, Journal Entries	8
Trusts, deeds, corporation formation documents, etc	Indefinitely
Contracts	10
Tax Returns	Indefinitely
GRF Documents	Indefinitely