

## RETENTION SCHEDULE – RURAL WATER DISTRICT RECORDS

### **Items to retain PERMANENTLY:**

1. Board minutes
2. Deeds (owned and divested) and titles
3. By-laws, organization, consolidation and/or annexation of district information
4. Board policy manual (until amended or suspended)
5. Fixed asset information (updated continuously)

### **Items to retain for 50 YEARS:**

1. Payroll registers
2. W-2 information
3. Retirement plan earnings records
4. Transcript of grants/loans

### **Items to retain for 10 YEARS:**

1. Audit reports
2. Insurance policies
3. Surety bonds
4. IRS 941 quarterly reports
5. Workers compensation records/reports
6. Unemployment compensation records/reports
7. Land contracts and purchase agreements

### **Items to retain for 7 YEARS:**

1. Federal grant files
2. Fiscal year budgets
3. Accident reports
4. Construction documents (competitive bid information)

### **Items to retain for 5 YEARS:**

1. Invoices to support checks written
2. Bank statements and reconciliations
3. Canceled checks
4. Revenue and expense reports
5. Payment notices
6. Investment documents (expired)
7. Employment contracts, withholding forms
8. IRS form 1099's
9. Customer billing records and reports

NOTE: This list was created, and is the opinion of Bledsoe, Hewett & Gullekson CPA's, PLLLP. It should not be considered an official document from the State of Oklahoma or any state office.