

**RULES
OF THE
DEPARTMENT OF FINANCIAL INSTITUTIONS**

**CHAPTER 0180-2
RETENTION OF RECORDS**

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0180-2-.01. Retention of Records

0180-2-1. RETENTION OF RECORDS

- (1) Retention of Records. State banks shall retain their records for the period of time prescribed for the following classification:

ADMINISTRATIVE

Accounting and Audit

Accrual and bond amortization records, (after period ends)	1 year
Audit reports	7 years
Audit work papers	3 years
Bank call reports	Permanent
Bank examiner reports	Permanent
Charge-off asset records	6 years
Daily reserve computation	1 year
Depreciation records, (after life of asset)	3 years
Difference records	3 years
Directors' examination reports	Permanent
Earnings and dividends report to supervisory agencies	Permanent
Unclaimed Property reports (Escheat records)	Permanent
Reserve for losses on loans to banks	Permanent
Securities value "in and out" tickets	6 years
Statement of condition	Permanent

Capital

Capital stock certificates, records and stubs	Permanent
Capital stock ledger	Permanent
Capital stock transfer ledger	Permanent
Dividend check register	6 years
Dividend checks, paid	6 years
Proxies	6 years
Receipt for stock certificates if issued	Permanent
Register of an cancelled certificates (bank)	Permanent
Shareholder list	Permanent
Statement of beneficial ownership	Permanent

Corporate

Charged off records	6 years
Corporate by-laws	Permanent
Court case records, after case has been terminated	6 years
Incorporation papers	Permanent
Minutes of directors' meetings, stockholders' meetings, and committees of the board	Permanent
Records of bank's executive officers and	3 years

(Rule 0180-2-1, continued)

shareholders' indebtedness to the bank's correspondents, after paid	
Records of loans to executive officers, directors, principal shareholders and officers, after paid	3 years
Records of outside business interests of bank's executive officers, directors, and principal shareholders, after length of services	3 years
General Ledger	
General Ledger	Permanent
General Journal	Permanent
Daily statement of condition	Permanent
General ledger sheets/cards	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
General ledger tickets-debits and credits entries	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Transactions journals	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Insurance	
Blanket bond, after termination	6 years
Casualty liability policies, expired	6 years
Insurance schedules, records of premium payments and recoveries, expired	3 years
Records of policies in force	3 years
COLLECTIONS/CONTRACTS	
Collection receipts	3 years
Collection register	3 years
Collection letters, incoming	3 years
Collection letter, outgoing	3 years
Coupon, envelope	1 year
Customers' file copies	1 year
Instalment contract of note records, after paid	2 years
Obsolete and uncalled for collections, after escheated	6 years
Due from	
Advices from correspondents	1 year
Bank statements	6 years
Drafts	6 years
Draft register	6 years
Reconcilement letters	1 year
Transit letters	1 year
Due to	
Copies of advices of debits or credits	1 year

(Rule 0180-2-1, continued)

Drafts	6 years
Incoming cash letter memos for credit	1 year
Incoming cash letters for remittance	1 year
Ledger cards or journal	1 year
Proof sheets	1 year
Reconciliation register	1 year
Reconciliation verification	1 year
Report of accounts — opened and closed	1 year
Resolutions, after closed	6 years
Signature cards, after closed	6 years
Trial balances	1 year
Undelivered statements and canceled checks	6 years
Night depository agreement, after closing	6 years
Night depository receipts	6 years
Safekeeping records and receipts	6 years
Series E bond stubs and reports	2 years
Wire transfer debit and credit entries	6 years

DEMAND DEPOSIT ACCOUNTS/NOW ACCOUNTS

Average balance report	1 year
Batch proof	1 year
Bookkeeping list of checks charged in total	6 years
Checks paid	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Closed account report	1 year
Deposit tickets (copy)	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Dormant accounts, after escheated	6 years
Inactive/dormant/restrained account reports	1 year
Individual ledgers (if no statement copy)	6 years
Large transaction report	1 year
Name and address change report	2 years
New account report	1 year
Overdraft/NSF Report	1 year
Overdraft loan agreement	6 years
Record of currency transactions more than \$10,000	5 years
Resolutions, authorizations, after closed	6 years
Return item record	1 year
Signature cards (after closed)	6 years
Statement mailing order, after closed	2 years
Statement receipt cards	2 years
Statements, customers	6 years
Statement stubs	2 years
Stop payment orders	
(a) If a by-product of posting the general ledger	2 years

(Rule 0180-2-1, continued)

(b) If used as original entry	6 years
Stop payment report	1 year
Transaction journal	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Trial balance	1 year
Uncollected funds reports	1 year
Undelivered statement and canceled checks	6 years
Wire transfer debit and credit entries	6 years
Zero balance report	1 year

INTERNATIONAL

Cable copies of foreign money transfers	6 years
Foreign asset control record, after closed	2 years
Foreign collection letters (Registers)	6 years
Foreign draft applications	6 years
Foreign exchange remittance sheets or books, after issue	6 years
Foreign mail transfer applications	6 years
Foreign mail transfers	6 years
Letter of credit applications and supporting documents	6 years
Letter of credit ledger sheets	6 years
Reconcilement of bank deposits, due from	1 year
Reconcilement of bank deposits, due to	1 year
Reports of foreign financial accounts	5 years

INVESTMENTS

Investment Ledger	Permanent
Bond amortization records	6 years
Bond ledger, after disposition	6 years
Brokers' confirmations and invoices, after disposition	6 years
Broker's statement, after disposition	6 years
Credit information used to evaluate public and investment securities	Until sold
Descriptive literature on currently owned securities	6 years
Safekeeping receipts-bank investments	6 years
Safekeeping records and receipts	6 years
Securities buy and sell orders	6 years
Securities transactions	3 years

LOANS**Bank Cards**

Applications, approved after closed	6 years
Charged off loan records	6 years
Daily debits and credits	1 year
Merchants agreement	6 years
Sales tickets or drafts	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Statements, cardholders	6 years

(Rule 0180-2-1, continued)

Statements, merchants	6 years
Stop lists	1 year
Teller sheets	2 years
Trial balance	1 year
Transaction journal	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Resolutions, after closed	6 years
<i>Commercial Loans</i>	
Annual reports and customer statements	6 years
Collateral pledge agreements, after close of loan	1 year
Collateral cards or register	6 years
Collateral receipts, after close of loan	6 years
Credit files, after close of loan	6 years
Debit and credit tickets (coupons)	1 year
Disclosure records	3 years
Hypothecation agreements, after close	6 years
Liability ledger	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Loan applications, after term of loan	6 years
Loan disbursement vouchers-cash receipts	6 years
Loan committee minutes	6 years
Margin cards	3 years
Note and discount register	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Overdraft loan agreement	6 years
Pledge agreement and pledge consent	6 years
Resolutions, after payment of loan	6 years
Transaction journal	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Trial balance	1 year
<i>Installment/Consumer Loans</i>	
Applications, approved, after closed	2 years
Canceled notes	3 years
Charged off notes	6 years
Collateral records and receipts	6 years
Consumer credit drafts	6 years
Coupons-loan payments	6 years
Credit files, after closed	6 years
Credit information card	3 years

(Rule 0180-2-1, continued)

Daily proof sheets	1 year
Dealer ledger	2 years
Ledger card, paid out	6 years
Liability ledger	6 years
Note or discount tickler	2 years
Note register	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
New loan journal	6 years
Overdraft loan agreement, after closed	6 years
Student loan records, after paid	3 years
Teller sheets	2 years
Transaction journal	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Rebate receipts	6 years
Resolutions, after loan is paid	6 years
Trial balance	1 year

Real Estate Loans

Annual reports and customers' statements	6 years
Court case records, after case is terminated	6 years
Foreclosure records	6 years
Ledger cards, paid out	6 years
Liability ledger	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Loan credit files, after closed	6 years
Mortgage payments	1 year
Mortgage receipts	1 year
Remittances, service mortgages	6 years
Trial balance	1 year
Teller sheets	2 years
Insurance tickler, after close of loan	1 year
Transaction journal	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years

OFFICIAL CHECKS, MONEY ORDERS, CERTIFIED CHECKS AND DRAFTS

Cashier's checks, paid	6 years
Cashier's check register, after payment	

(Rule 0180-2-1, continued)

(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Certified checks or receipts, paid	6 years
Certified check register, after payment	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Drafts, canceled	6 years
Draft register, after payment	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Expense checks, canceled	6 years
Expense check register, after payment	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Expense vouchers or invoices	6 years
Money orders, bank or personal, paid	6 years
Money order register, after payment	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Official checks, paid	6 years
Official checks register, after payment	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years

OPERATIONS***Proof, Clearings and Transit***

Advices of corrections to deposits	2 years
Clearing house settlement sheets	1 year
Copies of advices of corrections	1 year
Departmental or tellers' proof sheets	1 year
Deposit proof sheets or tapes	1 year
Inclearings envelopes, proof sheets or tapes	1 year
Outclearing proof sheets or tapes	1 year
Outgoing cash letters	1 year
Proof sheets, transit	1 year
Return item letters, checks not paid	1 year

Tellers

Blotters, teller sheets and ATM tapes	2 years
Cash book and/or blotter	2 years

(Rule 0180-2-1, continued)

Cash item register	1 year
Cash tickets	1 year
Cash transaction report over \$10,000	5 years
Cash transaction report under \$10,000	2 years
Currency shipment books	3 years
Daily record of night depository bags	1 year
Exchange tickets	1 year
Interbranch clearings	1 year
Machine tapes	1 year
Over and short reports	2 years
Return item register	1 year
Recapitulation, with general ledger	2 years
Stop payment notices	1 year

SAFE DEPOSIT

Access tickets	6 years
Contracts and/or signature cards, after closed	6 years
Copies of rent receipts	6 years
Correspondence	3 years
Court orders and other records, after compliance	6 years
Forced entry records	6 years
Leases or contracts/closed accounts, after closed	6 years
Ledger record of account	6 years
Power of attorney	6 years
Receipts for delivery of will, burial, plot deeds, insurance policies	6 years
Records or reports of contents of opened boxes	6 years
Record of sale to satisfy lien	6 years

TIME DEPOSITS***Certificates of Deposit and Other Time Deposits***

Certificates, after term	6 years
Interest check register, after paid	1 year
Ledger cards	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Signature cards, after closed	6 years
Taxpayer ID number, after redemption	6 years
1099 form	2 years
Transaction journal	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Trial balance	1 year
Withdrawal request	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years

Savings Account

(Rule 0180-2-1, continued)

Deposit tickets		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
Dormant accounts, after escheated		6 years
Ledger cards		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
IRA account records, after closed		6 years
New and closed accounts report		1 year
Resolutions, authorizations, after close		6 years
Signature cards		6 years
1099 Forms		2 years
Trial balance		1 year
Transaction journal		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
Withdrawals, receipts		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
Teller sheets		2 years
Passbooks, canceled		Destroy
Undelivered statements, or escheat laws		6 years
Statements, customer		6 years
Powers of attorney		6 years
Wire transfer debit and credit entries		6 years
<i>Club Accounts</i>		
Checks, canceled		6 years
Check register		6 years
Coupons, deposit tickets		2 years
Transaction journal		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
Ledger cards		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
Signature cards, after closed		6 years
Trial balance		1 year
Withdrawal receipts		
(a)	If a by-product of posting the general ledger	2 years
(b)	If used as original entry	6 years
Passbooks, Canceled		Destroy

TRUST***Corporate***

(Rule 0180-2-1, continued)

Bonds of indemnity	Permanent
Bond ledger	6 years
Brokers' purchase and sales confirmation	7 years
Brokers' statement	7 years
Canceled bonds	Return to originating company
Canceled coupons	Return to originating company
Canceled stock certificates	Return to originating company
Corporate trust ledgers	Permanent
Correspondence, after closing	3 years
Dividend checks, after paid	6 years
Dividend and coupon ledger	Permanent
Dividend and interest disbursement checks	7 years
Dividend records cards, closed	7 years
Receipts or disposition records for canceled stock certificates	6 years
Registration journals	Permanent
Signature files, closed	7 years
Stock transfer ledger	Permanent
Stock transfer memos	Return to originating company
Stock transfer receipts	7 years
Stock transfer ledger	7 years
Tax returns	Permanent
Transfer journals	Permanent
Transfer tax waivers	7 years
Trust receipts for exchange or substitution of collateral	7 years
<i>Personal</i>	
Accounting for other fiduciaries and decrees of receipts and releases settling their accounts	Permanent
Advices of payment, after closed	6 years
Appraisals of real and personal property after closing	10 years
Authorizations, directives, approvals	Permanent
Brokers' statements, after closed	6 years
Buy and sell orders, after closed	6 years
Cash ledger sheets	Permanent
Cash ticket balances	1 year
Cash vouchers	6 years
Coupon trust ledger	Permanent
Correspondence, after closing	3 years
Coupon collection record	6 years
Copies of wills	Permanent
Daily debits and credits	
(a) If a by-product of posting the general ledger	2 years
(b) If used as original entry	6 years
Federal and state estate tax returns and related papers, after closed	10 years
Federal gift tax returns, after closed	10 years
Federal nominees information return Form 1087	7 years
Investment ledger	Permanent
Journal sheets	Permanent
Legal opinions and related correspondence	Permanent
Ledger records	Permanent
Minutes of investment and trust committee meetings	Permanent
Paid bills, after closing	6 years
Real estate mortgage documents and related materials, after closed	7 years

(Rule 0180-2-1, continued)

Receipt for assets delivered, after closing	7 years
Rent collection, mortgage and loan contract collections, after closing	6 years
Safekeeping records, and receipts, after closing	6 years
Security ledger sheets	Permanent
Security bonds	Permanent
Trust check register	6 years
Vouchers, probate trust	6 years

DATA PROCESSING***Internal Control Documents***

Input Logs	3 Months After Examination
Output Logs	3 Months After Examination
Run Books	3 Months After Examination
Computer Operating Logs	3 Months After Examination

Program Documentation

Program Modifications	Life of Program Plus One Year
Operators Instructions	Life of Program Plus One Year
Program Listings	Life of Program Plus One Year
Supporting Program Documentation	Life of Program Plus One Year
Program Test Data and Results	Life of Program Plus One Year
Program Change Log	Life of Program Plus One Year

Transaction Records

Punched Cards and Punched Paper Tape*	Three Cycles
Disc	Three Cycles
Magnetic Tape	Three Cycles
Magnetic Drum	Three Cycles
Magnetic Cards	Three Cycles
Magnetic Cells	Three Cycles
Floppy Disc	Three Cycles

Computer Files From

On-Line Terminal*	Three Cycles
On-Line CRT*	Three Cycles

**If original document retained since last record needed for reconstruction plus three cycles.*

Authority: T.C.A. §§ 45-2-616, 4-3-113 (b), as amended (Public Chapter 216, May 3, 1983). **Administrative History:** Original rule certified May 10, 1974. Repeal and new rule filed January 20, 1983; effective April 18, 1983. Amendment filed February 17, 1984; effective May 15, 1984.