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
General Journal
Daily statement of condition
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
Reconciliation 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
Reconcilement register 1 year
Reconcilement 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

February, 1999 (Revised)
RETENTION OF RECORDS

(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

Commercial Loans
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

Installment/Consumer Loans
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
RETENTION OF RECORDS

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

February, 1999 (Revised)
(Rule 0180-2-1, continued)

(a) If a by-product of posting the general ledger
(b) If used as original entry

Certified checks or receipts, paid
Certified check register, after payment

(a) If a by-product of posting the general ledger
(b) If used as original entry

Drafts, canceled
Draft register, after payment

(a) If a by-product of posting the general ledger
(b) If used as original entry

Expense checks, canceled
Expense check register, after payment

(a) If a by-product of posting the general ledger
(b) If used as original entry

Expense vouchers or invoices
Money orders, bank or personal, paid
Money order register, after payment

(a) If a by-product of posting the general ledger
(b) If used as original entry

Official checks, paid
Official checks register, after payment

(a) If a by-product of posting the general ledger
(b) If used as original entry

OPERATIONS

Proof, Clearings and Transit
Advises of corrections to deposits
Clearing house settlement sheets
Copies of advices of corrections
Departmental or tellers’ proof sheets
Deposit proof sheets or tapes
Inclearings envelopes, proof sheets or tapes
Outclearing proof sheets or tapes
Outgoing cash letters
Proof sheets, transit
Return item letters, checks not paid

2 years
1 year
1 year
1 year
1 year
1 year
1 year
1 year
1 year
1 year
1 year
1 year
1 year

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

2 years
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
Withdrawal request
(a) If a by-product of posting the general ledger 2 years
(b) If used as original entry 6 years

Savings Account

February, 1999 (Revised)
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit tickets</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Dormant accounts, after escheated</strong></td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Ledger cards</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>IRA account records, after closed</strong></td>
<td>6 years</td>
</tr>
<tr>
<td>New and closed accounts report</td>
<td>1 year</td>
</tr>
<tr>
<td>Resolutions, authorizations, after close</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Signature cards</strong></td>
<td>6 years</td>
</tr>
<tr>
<td><strong>1099 Forms</strong></td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Trial balance</strong></td>
<td>1 year</td>
</tr>
<tr>
<td><strong>Transaction journal</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Withdrawals, receipts</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Teller sheets</strong></td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Passbooks, canceled</strong></td>
<td>Destroy</td>
</tr>
<tr>
<td><strong>Undelivered statements, or escheat laws</strong></td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Statements, customer</strong></td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Powers of attorney</strong></td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Wire transfer debit and credit entries</strong></td>
<td>6 years</td>
</tr>
</tbody>
</table>

**Club Accounts**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks, canceled</td>
<td>6 years</td>
</tr>
<tr>
<td>Check register</td>
<td>6 years</td>
</tr>
<tr>
<td>Coupons, deposit tickets</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Transaction journal</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Ledger cards</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Signature cards, after closed</strong></td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Trial balance</strong></td>
<td>1 year</td>
</tr>
<tr>
<td><strong>Withdrawal receipts</strong></td>
<td></td>
</tr>
<tr>
<td>(a) If by-product of posting the general ledger</td>
<td>2 years</td>
</tr>
<tr>
<td>(b) If used as original entry</td>
<td>6 years</td>
</tr>
<tr>
<td><strong>Passbooks, Canceled</strong></td>
<td>Destroy</td>
</tr>
</tbody>
</table>

**Corporate**

February, 1999 (Revised)
(Rule 0180-2-1, continued)

Bonds of indemnity  Permanently
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  Permanently
Correspondence, after closing  3 years
Dividend checks, after paid  6 years
Dividend and coupon ledger  Permanently
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  Permanently
Signature files, closed  7 years
Stock transfer ledger  Permanently
Stock transfer memos  Return to originating company
Stock transfer receipts  7 years
Stock transfer ledger  7 years
Tax returns  Permanently
Transfer journals  Permanently
Transfer tax waivers  7 years
Trust receipts for exchange or substitution of collateral  7 years

Personal

Accounting for other fiduciaries and decrees of receipts and releases  Permanently
settling their accounts
Advices of payment, after closed  6 years
Appraisals of real and personal property after closing  10 years
Authorizations, directives, approvals  Permanently
Brokers’ statements, after closed  6 years
Buy and sell orders, after closed  6 years
Cash ledger sheets  Permanently
Cash ticket balances  1 year
Cash vouchers  6 years
Coupon trust ledger  Permanently
Correspondence, after closing  3 years
Coupon collection record  6 years
Copies of wills  Permanently
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  Permanently
Journal sheets  Permanently
Legal opinions and related correspondence  Permanently
Ledger records  Permanently
Minutes of investment and trust committee meetings  Permanently
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**

<table>
<thead>
<tr>
<th>Document</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Logs</td>
<td>3 Months After Examination</td>
</tr>
<tr>
<td>Output Logs</td>
<td>3 Months After Examination</td>
</tr>
<tr>
<td>Run Books</td>
<td>3 Months After Examination</td>
</tr>
<tr>
<td>Computer Operating Logs</td>
<td>3 Months After Examination</td>
</tr>
</tbody>
</table>

**Program Documentation**

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Modifications</td>
<td>Life of Program Plus One Year</td>
</tr>
<tr>
<td>Operators Instructions</td>
<td>Life of Program Plus One Year</td>
</tr>
<tr>
<td>Program Listings</td>
<td>Life of Program Plus One Year</td>
</tr>
<tr>
<td>Supporting Program Documentation</td>
<td>Life of Program Plus One Year</td>
</tr>
<tr>
<td>Program Test Data and Results</td>
<td>Life of Program Plus One Year</td>
</tr>
<tr>
<td>Program Change Log</td>
<td>Life of Program Plus One Year</td>
</tr>
</tbody>
</table>

**Transaction Records**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punched Cards and Punched Paper Tape*</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>Disc</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>Magnetic Tape</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>Magnetic Drum</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>Magnetic Cards</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>Magnetic Cells</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>Floppy Disc</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>On-Line Terminal*</td>
<td>Three Cycles</td>
</tr>
<tr>
<td>On-Line CRT*</td>
<td>Three Cycles</td>
</tr>
</tbody>
</table>

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