

## 4.705-1 Financial and cost accounting records.

(a) Accounts receivable *invoices*, adjustments to the accounts, *invoice* registers, carrier *freight* bills, shipping orders, and other documents which detail the material or services billed on the related *invoices*: Retain 4 years.

(b) Material, work order, or service order files, consisting of purchase requisitions or *purchase orders* for material or services, or orders for transfer of material or *supplies*: Retain 4 years.

(c) Cash advance recapitulations, prepared as posting entries to accounts receivable ledgers for amounts of expense vouchers prepared for employees' travel and related expenses: Retain 4 years.

(d) Paid, canceled, and voided checks, other than those issued for the payment of salary and wages: Retain 4 years.

(e) Accounts payable records to support disbursements of funds for materials, equipment, *supplies*, and services, containing originals or copies of the following and related documents: remittance advices and statements, vendors' *invoices*, *invoice* audits and distribution slips, receiving and *inspection* reports or comparable certifications of receipt and *inspection* of material or services, and debit and credit memoranda: Retain 4 years.

(f) Labor cost distribution cards or equivalent documents: Retain 2 years.

(g) Petty cash records showing description of expenditures, to whom paid, name of person authorizing payment, and date, including copies of vouchers and other supporting documents: Retain 2 years.

**Parent topic:** [4.705 Specific retention periods.](#)