

Effective date: January 9, 1991

Title 45 - DEPARTMENT OF BANKING AND FINANCE

Chapter 27 - SCHEDULE FOR RECORDS RETENTION BY BANKS

001 The Department of Banking and Finance, pursuant to the provisions of Sections 8-170 and 8-175, authorizes banks to dispose of old records in accordance with the following schedule. Ledger sheets showing unpaid balances in favor of any depositor or corporate records that relate to the corporate existence of the bank shall not be destroyed.

Records established through a computer and information received relative to this record in the form of a computer print-out shall be maintained in such a manner so that the accounts reflected thereon can be reconstructed from the date of origin to show all entries, and may be retained in accordance with the attached schedules. Computer print-outs reflecting unpaid balances in favor of depositors shall not be destroyed without means of reconstruction of each such account. Microfilm or microfiche is an acceptable means of maintaining such records providing it is readable.

This retention schedule indicates only the minimum retention period prescribed by the Department. Longer retention periods may be prescribed by other agencies in some cases and individual entities may prefer to maintain certain records for longer periods of time. This schedule is also not considered an all-inclusive list of records which the bank may be responsible for retaining.

001.01 PERMANENT RECORDS

001.01A Keep original

001.01A1 Bank charter

001.01A2 Capital stock book

001.01A3 Customer's deposit ledgers showing unpaid balances

001.01A4 Inventory of drilled safe deposit boxes

001.01A5 Minutes of stockholders meetings

001.01A6 Minutes of directors meetings

001.01A7 All other records that relate to the corporation or to the corporate existence of the bank. (See Section 8-170.)

001.02 ALL OTHER RECORDS

001.02A Keep records for time period indicated, which commences from the date the record originated unless otherwise noted. Microfilm or microfiche is an acceptable means of maintaining such records providing it is readable.

<u>001.02A1</u>	Advices of deposits	1 year
<u>001.02A2</u>	Advices from correspondents (due from banks)	1 year
<u>001.02A3</u>	Bank Call Reports	7 years
<u>001.02A4</u>	Bank examination reports	10 years
<u>001.02A5</u>	Bank statements (due from banks)	3 years
<u>001.02A6</u>	Bond ledger	7 years
<u>001.02A7</u>	Cancelled checks for truncated checking accounts - original must be maintained for 6 months and may be filmed at that time.	6 years
<u>001.02A8</u>	Cash item records	3 years
<u>001.02A9</u>	Cashiers checks	7 years
<u>001.02A10</u>	Certified check register	7 years
<u>001.02A11</u>	Collection receipts	1 year
<u>001.02A12</u>	Collection register	3 years
<u>001.02A13</u>	Credit files (after credit is extinguished)	3 years
<u>001.02A14</u>	Correspondence, general	1 year
<u>001.02A15</u>	Coupon cash letters, outgoing	1 year
<u>001.02A16</u>	Customers' deposit ledgers	7 years
<u>001.02A17</u>	Daily Statement	10 years
<u>001.02A18</u>	Debit and credit tickets	7 years
<u>001.02A19</u>	Departmental or teller's proof sheets	1 year
<u>001.02A20</u>	Drafts	7 years
<u>001.02A21</u>	Draft register	7 years
<u>001.02A22</u>	Dividend checks	7 years
<u>001.02A23</u>	Dividend check register	7 years
<u>001.02A24</u>	Expense checks	5 years
<u>001.02A25</u>	Expense check register	7 years

<u>001.02A26</u> Financial Institution Bonds (after expiration of bond)	7 years
<u>001.02A27</u> General ledger	10 years
<u>001.02A28</u> General journal	10 years
<u>001.02A29</u> General ledger tickets	10 years
<u>001.02A30</u> Income and expense records	7 years
<u>001.02A31</u> Incoming cash letter	10 years
<u>001.02A32</u> Incoming registered mail log	1 year
<u>001.02A33</u> Insurance records (after expiration of policy)	7 years
<u>001.02A34</u> Liability ledger	7 years
<u>001.02A35</u> Minutes of any committee appointed by either stockholders or directors, unless the minutes are incorporated or attached to minutes of appointing authority	10 years
<u>001.02A37</u> Negotiable collateral record	7 years
<u>001.02A37</u> Night depository agreements	7 years
<u>005.01A38</u> Night depository daily records	1 year
<u>001.02A39</u> Note or discount ledger	7 years
<u>001.02A40</u> Outgoing cash letter	7 years
<u>001.02A41</u> Outgoing registered mail log	1 year
<u>001.02A42</u> Personnel records (After termination of employment and pension rights)	10 years
<u>001.02A43</u> Paid certificates of deposits	7 years
<u>001.02A44</u> Proof tapes	7 years
<u>001.02A45</u> Proxies	1 year
<u>001.02A46</u> Reconcilements (due to banks)	3 years

<u>001.02A47</u> Reconcilements register (due from banks)	3 years
<u>001.02A48</u> Registered mail return receipt cards	1 year
<u>001.02A49</u> Reserve computations, daily	3 years
<u>001.02A50</u> Safe deposit contracts (after termination of contract)	7 years
<u>001.02A51</u> Safe deposit entry records (after termination of contract)	7 years
<u>001.02A52</u> Safe keeping records and receipts	7 years
<u>001.02A53</u> Signature cards (after closing of account)	7 years
<u>001.02A54</u> Stop payment orders	3 years
<u>001.02A55</u> Tax records	7 years
<u>001.02A56</u> Tellers' cash books	1 year
<u>001.02A57</u> Tellers' tickets	1 year
<u>001.02A58</u> Traveler's checks, records of close	1 year
<u>001.02A59</u> Travelers' checks register	1 year