

CHEYENNE RIVER SIOUX TRIBE
(SAMPLE)
RECORD RETENTION SCHEDULE

Security Code	Description	Retention (Years)				Microfilm		Release Original	
		5	10	15	Perm.	Yes	No	Yes	No
ACCOUNTING:									
(I)	Accounts Payable- Paid Invoices and Credits		X				X		X
(II)	Accounts Receivable- Trial Balance Ledger Sheets	X	X				X X		X X
(I)	Bank Statements- Statements and Reconciliations Cancelled Checks Entry Advices	X	X X				X X X		X X X
(I)	Capital Asset Re- Cords Real Estate Personal Property Depreciation Records		X		X X	X X			X X
(I)	Cash Disbursements- Numerical Copy of Vouchers				X		X		X
(I)	Cash Receipts and Deposits		X				X		X
(I)	Employee Travel- Expense Reports		X						
(I)	Financial Statements				X	X			X
(I)	General Ledger				X		X		X
(I)	Other Original Jour- nals				X		X		X
(II)	Tax Returns- Copies of Returns Reconciliations Com- puted Workpapers				X X	X X			X X X
(II)	Uncollectible Accts. (After last collec- tion effort)		X			X			X

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ADMINISTRATIVE:									
Agreements -									
(I)	Contracts				X	X		X	
(I)	Deeds				X	X			X
(I)	Lease (after expiration)		X			X			X
(I)	Licenses (after expiration)		X			X			X
(I)	Annual Reports (two copies)				X	X		X	
(I)	Articles of Incorporation				X	X			X
(I)	Audit Reports				X	X		X	
(I)	Constitution and By-Laws				X	X			X
(I)	Correspondence, General		X				X	X	
(I)	Insurance Policies-Summary of Coverage Claims (after settlement)			X		X		X	
(II)	Legal Proceedings-(After completion)	X	X		X	X			X
(I)	Minutes				X	X			X
INVENTORY AND PURCHASING:									
(I)	Correspondence	X					X		X
(I)	Freight Documents	X					X		X
(I)	Inventory Records		X				X		X
(I)	Purchase Orders and Controls (after completion)		X			X			X
(I)	Receiving Reports	X					X		X

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PAYROLL:								
(II) Assignments, attachments and garnishments (after termination)	X					X		X
(II) Deduction authorizations (after termination)	X					X		X
(II) Employee earnings records		X				X		X
(II) Payments and Government Reports		X			X		X	
(II) Payroll Register				X		X		X
(I) Retirement and Pension Plan Records				X		X		X
(I) Time Cards	X					X		X
PERSONNEL:								
(II) Absence Records- (including sickness and vacation)	X					X		X
(II) Accident Reports (after settlement)		X			X			X
(II) Contracts with employees (after termination)		X			X			X
(II) Employee benefits (after expiration)	X					X		X
(II) Employee Application (not employed)	X					X		X
(II) Individual Fidelity Bonds (after termination)	X				X			X
(II) Individual Personnel Files (after termination)	X				X			X