

MINIMUM RECORD RETENTION
GUIDELINES FOR THE
TELECOMMUNICATIONS INDUSTRY

Depend on our people. Count on our advice.SM

Member TELERGEE Alliance

OLSEN THIELEN & CO., LTD.

**MINIMUM RECORD RETENTION
GUIDELINES FOR THE
TELECOMMUNICATIONS INDUSTRY**

GENERAL CORPORATE

	<u>Our Recommended Period</u>	<u>Your Company</u>
Articles of Incorporation, Bylaws, Merger Documents	Perm.	_____
Contracts (Expired) for Materials and Supplies Purchase, Sale, or Repair	7	_____
Copyrights (Expired)	Perm.	_____
Deeds (Expired)	Perm.	_____
Election Ballots - Board members Officer elections		_____ _____
Employment Contracts and Agreements - Manager Other		_____ _____
Environmental Contracts Waste Hauler		_____
Franchise Papers	Perm.	_____
Hazardous Waste Generator Removal of Hazardous Waste		_____
Insurance Claims		_____