



















PaperJamming Reference



Administrative Files I

Type	Stage	Details
 Work orders and invoices (e.g., photocopy orders, printing orders, and mailing labels)		6 months after completion
 Client invoices		1 copy of each
 Professional membership records		1 year after final expiration of non-renewed membership
 Financial records (e.g., paid bills and pay stubs)		3 years from end of year
 Bank statements		3 years from end of year
 Contracts		1 copy of each
 Progress reports (e.g., weekly and monthly reports)		3 years from end of contract
 Templates (e.g., forms, letterhead)		1 copy for reference when superseded

Continued on Reverse

Key:  Continuing  One Time  Permanent