



# PaperJamming Reference




## Core Files

### Type


### Stage

### Details

 Tax records (e.g., 1099 and W2 forms, completed tax returns, expense receipts, and all other documentation)




3 years from end of year

 Planning documents (e.g., budgets, strategic plans, and marketing plans)



1 print copy of each when superseded

 Marketing and advertising products (e.g., advertisements, brochures, prospectuses, business-related blogs, and websites)



Drafts and notes: 6 months



Final product: 1 copy each

 Resumes



1 reference copy of each iteration

 Audiovisual documentation



1 reference copy when superseded









Key:



Continuing



One Time



Permanent