

checks	
Asset purchases	Keep copy of invoices for as long as you own the asset.
Depreciation schedules	7 years **
Mortgages and note agreements	6 years **
Insurance forms: ***	
Event insurance enrollment form	4 years and 1 month from date of event
Event insurance certificate	4 years and 1 month from date of event
Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement	4 years and 1 month from date of event
Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding	4 years and 1 month from date of event
Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only	4 years and 1 month from date of event
Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement for Minors in Touring Laps Only	4 years and 1 month from date of event
Junior Participation Program Minor's Assumption of Risk Acknowledgement	4 years and 1 month from date of event
PCA Observer's Report for Autocross	4 years and 1 month from date of event
PCA Observer's Report for Driver's ED	4 years and 1 month from date of event
PCA Observer's Report for Driver's Rally	4 years and 1 month from date of event
PCA Observer's Report for Driver's Tour	4 years and 1 month from date of event
PCA Observer's Report for Driver's Tech Session	4 years and 1 month from date of event
Incident Report for: AX-DE-Tour-TT-Other:	4 years and 1 month from date of event
Incident Report – Non-Driving Event	4 years and 1 month from date of event
Post Event Report	4 years and 1 month from date of event
* There is no limit for returns that are filed fraudulently, or were not filed but should have been filed. If the statute of limitations concerning a tax year is extended, the retention period for the supporting document should be extended accordingly.	
** Retention periods begin after termination, expiration, disposal, etc.	
*** Some states may have a different retention requirement and counsel familiar with local state law should be consulted.	

The *Canada Business Corporations Act*, the *Business Corporations Act* (Ontario), the *Business Corporations Act* (Alberta) and the *Income Tax Act* prescribe that accounting and tax records be retained for six years following the relevant reporting period.

Paper or Electronic?

The IRS will generally accept electronic copies of paper documents as long as they are legible. The Check Clearing for the 21st Century Act enabled banks to cease returning paper checks back to you. Banks typically will maintain copies of checks and bank statements for 7 years.

Given scanning technology, it has become easier to scan a year's worth of bank statements, ledgers, spreadsheets, etc. onto a single CD-Rom or DVD disc. Caution should be advised to always have a back up, stored in a separate location. Also CDs don't last for forever and are subject to physical abuse. Having copies stored on hard drives or file servers located apart from the CD will assist in restoring any lost data.

You may presently have both paper and electronic files. There may be a few documents for historical or sentimental reasons that you want to keep the original paper version. I would recommend that an effort be made to convert all of the paper documents to PDF files or some other suitable electronic format. If you find that you presently don't have clean copies of prior year bank statements, it may be a good idea to download PDF copies from the bank web-site.

Once the paper documents have been successfully converted to electronic media, they may be shredded. There may be a few documents for historical or sentimental reasons that you want to keep the original paper version.

Caveats

Prior to establishing a document retention policy, your Region should consult with its legal counsel regarding local laws.

IRS Circular 230 Notice: To ensure compliance with requirements imposed by U.S. Treasury Regulations, we inform you that any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

This article is provided for informational purposes and does not constitute legal advice and should not be construed as such. This article contains information that is current as of the date it is written. Laws may change, and as a result this information may no longer be timely.

Regards,
Bob Knight
Region Finance Management Committee Chairman
214-461-1426 (w)
bknight@lgt-cpa.com

This email was sent to *All Region Management* by Vu Nguyen and the National [Porsche Club of America](#), Inc. You may opt-out of receiving emails from PCA National by updating your PCA membership record at our web site. Read the [PCA privacy policy](#).
© Copyright 2010 Porsche Club of America Inc. All rights reserved.