

~~Effective date: January 9, 1991~~

Title 45 - DEPARTMENT OF BANKING AND FINANCE

Chapter 27 - ~~REPEALED SCHEDULE FOR RECORDS RETENTION BY BANKS~~

~~001 The Department of Banking and Finance, pursuant to the provisions of Sections 8-170 and 8-175, authorizes banks to dispose of old records in accordance with the following schedule. Ledger sheets showing unpaid balances in favor of any depositor or corporate records that relate to the corporate existence of the bank shall not be destroyed.~~

~~Records established through a computer and information received relative to this record in the form of a computer print-out shall be maintained in such a manner so that the accounts reflected thereon can be reconstructed from the date of origin to show all entries, and may be retained in accordance with the attached schedules. Computer print-outs reflecting unpaid balances in favor of depositors shall not be destroyed without means of reconstruction of each such account. Microfilm or microfiche is an acceptable means of maintaining such records providing it is readable.~~

~~This retention schedule indicates only the minimum retention period prescribed by the Department. Longer retention periods may be prescribed by other agencies in some cases and individual entities may prefer to maintain certain records for longer periods of time. This schedule is also not considered an all-inclusive list of records which the bank may be responsible for retaining.~~

~~001.01 PERMANENT RECORDS~~

~~001.01A Keep original~~

~~001.01A1 Bank charter~~

~~001.01A2 Capital stock book~~

~~001.01A3 Customer's deposit ledgers showing unpaid balances~~

~~001.01A4 Inventory of drilled safe deposit boxes~~

~~001.01A5 Minutes of stockholders meetings~~

~~001.01A6 Minutes of directors meetings~~

~~001.01A7 All other records that relate to the corporation or to the corporate existence of the bank. (See Section 8-170.)~~

~~001.02 ALL OTHER RECORDS~~

~~001.02A Keep records for time period indicated, which commences from the date the record originated unless otherwise noted. Microfilm or microfiche is an acceptable means of maintaining such records providing it is readable.~~

001.02A1	Advices of deposits	1 year
001.02A2	Advices from correspondents (due from banks)	1 year
001.02A3	Bank Call Reports	7 years
001.02A4	Bank examination reports	10 years
001.02A5	Bank statements (due from banks)	3 years
001.02A6	Bond ledger	7 years
001.02A7	Cancelled checks for truncated checking accounts - original must be maintained for 6 months and may be filmed at that time.	6 years
001.02A8	Cash item records	3 years
001.02A9	Cashiers checks	7 years
001.02A10	Certified check register	7 years
001.02A11	Collection receipts	1 year
001.02A12	Collection register	3 years
001.02A13	Credit files (after credit is extinguished)	3 years
001.02A14	Correspondence, general	1 year
001.02A15	Coupon cash letters, outgoing	1 year
001.02A16	Customers' deposit ledgers	7 years
001.02A17	Daily Statement	10 years
001.02A18	Debit and credit tickets	7 years
001.02A19	Departmental or teller's proof sheets	1 year
001.02A20	Drafts	7 years
001.02A21	Draft register	7 years
001.02A22	Dividend checks	7 years
001.02A23	Dividend check register	7 years
001.02A24	Expense checks	7 years
001.02A25	Expense check register	7 years

001.02A26	Financial Institution Bonds (after expiration of bond)	7 years
001.02A27	General ledger	10 years
001.02A28	General journal	10 years
001.02A29	General ledger tickets	10 years
001.02A30	Income and expense records	7 years
001.02A31	Incoming cash letter	10 years
001.02A32	Incoming registered mail log	1 year
001.02A33	Insurance records (after expiration of policy)	7 years
001.02A34	Liability ledger	7 years
001.02A35	Minutes of any committee appointed by either stockholders or directors (If report in written form is incorporated or attached to minutes of appointing authority, that is sufficient.)	10 years
001.02A36	Negotiable collateral record	7 years
001.02A37	Night depository agreements	7 years
001.02A38	Night depository daily records	1 year
001.02A24	001.02A39 Note or discount ledger	7 years
001.02A40	Outgoing cash letter	7 years
001.02A41	Outgoing registered mail log	1 year
001.02A42	Personnel records (After termination of employment and pension rights)	10 years
001.02A43	Paid certificates of deposits	7 years
001.02A44	Proof tapes	7 years
001.02A45	Proxies	1 year
001.02A46	Reconcilements (due to banks)	3 years

~~001.02A47 Reconcilements register
(due from banks) 3 years~~

~~001.02A48 Registered mail return
receipt cards 1 year~~

~~001.02A49 Reserve computations, daily 3 years~~

~~001.02A50 Safe deposit contracts
(after termination of contract) 7 years~~

~~001.02A51 Safe deposit
entry records (after termination of
contract) 7 years~~

~~001.02A52 Safe keeping records and
receipts 7 years~~

~~001.02A53 Signature cards (after
closing of account) 7 years~~

~~001.02A54 Stop payment orders 3 years~~

~~001.02A55 Tax records 7 years~~

~~001.02A56 Tellers' cash books 1 year~~

~~001.02A57 Tellers' tickets 1 year~~

~~001.02A58 Traveler's checks, records
of close 1 year~~

~~001.02A59 Travelers' checks register 1 year~~