Kansas Administrative Regulations

Office of the State Bank Commissioner

Article 15.—Records

17-15-1. Records; retention period.

Each bank or trust company shall retain the following records for the periods indicated:

TYPE OF RECORD	*RETENTION RECORD*
ADMINISTRATIVE	
· Attachments and/or garnishments	2 years after close
NOTE: Legal documents and copies of returns and correspondence should be filed after case closed with general correspondence.	
· Bank examiner's reports	5 years
NOTE: These are the property of the supervisory authorities, whose approval should be obtained prior to destruction.	
· Charged-off asset records	Permanent
· Court case records (foreclosed real estate, etc.)	2 years after close
Insurance records	
· (a) Schedules of fire and other insurance, also records of premium payments and of amounts recovered.	3 years
· (b) Casualty liability policies expiredP.L. & P.D., O.L. & T., etc.	2 years

· (c) Windstorm, fire, theft, etc., policies expired	2 years
· (d) Bankers Blanket Bonds	6 years
· Minute books of meetings (stockholders, directors, committees, etc.)	Permanent

ACCOUNTING AND AUDITING

· Accrual and bond amortization records	1 year
· Audit reports	3 years
· Audit work papers	3 years
· Bank Call Reports	5 years
· Budget work sheets	Optional
· Consolidated financial statements	5 years
· Daily reserve computation	1 year
· Difference record	2 years
· Income and dividend report	5 years
· Reconcilements of bank (due to) deposits	1 year
· Reconcilements register (due from)	1 year
· Reports to directors	5 years
· Reports to executive committee	5 years
· Securities vault "in and out" tickets	1 year
· Tax records	7 years

NOTE: Copies of schedules and returns to taxing authorities for tax purposes, notices of assessment by taxing authorities and documentary proceedings in appeal therefrom.

CAPITAL

· Capital stock certificates, records of, or stubs of	Permanent
· Capital stock ledger	Permanent
· Dividend checks	5 years after paid
· Dividend register	5 years after all checks are paid
· Proxies	3 years
· Receipts for stock certificates	Permanent

NOTE: Where bank secures a receipt it is recommended that it be affixed to stub of certificate book.

CERTIFICATES OF DEPOSIT

· Certificates	5 years after paid
· Ledger cards	2 years after close
· Register	2 years

CHECKING ACCOUNTS—INDIVIDUALS AND FIRMS

Account Analysis

· Analysis work sheets or cards	1 year
· Average balance cards	Optional
· Interest computation records	Optional
· Service charge records	Optional
· Bookkeepers' daily lists of checks charged in total (short lists)	1 year
· Check book orders	Optional
· Check paid (Microfilm copy-front and back)	5 years
· Copies of advices of deposit	1 year
· Daily report of overdrafts	Optional
· Deposit tickets	5 years

NOTE: Return with statement after microfilm

· Individual ledgers	5 years after last entry
· Individual ledger journals	1 year
· Partnership agreement and authority	5 years
· Reports of accounts opened and closed	Optional
· Resolutions	5 years after close
· Signature cards	5 years after close
· Statement mailing order	2 years after close

Statement stubs

· (a) If accounts are analyzed direct from statement stubs, the stubs should be retained in lieu of work sheets or cards	2 years
· (b) If microfilm is used as a ledger record, stubs should be retained	Optional
· Statements—Microfilm copy	5 years
· Stop payment orders	1 year
· Undelivered statements and cancelled checks	5 years

CHRISTMAS CLUB

· Checks (cancelled)	1 year after paid
· Check register	1 year
· Coupons (deposit tickets)	1 year
· Journal	Optional
· Ledger cards or sheets	1 year
· Pass books	Cancel by perforation and return to

	customer or take up book and destroy.
· Signature cards	1 year
· Trial balances	Optional
· Withdrawal receipts	1 year

COLLECTIONS

· Collection receipts, carbons of	2 years
· Collection register	2 years
· Coupon cash letters, outgoing	1 year
· Coupon envelopes	Optional
· Customers' file copies	1 year
· Department blotters	2 years
· Incoming collection letters	1 year
· Installment contract or note records	2 years after close

COMMERCIAL LOANS

· Collateral cards	Optional
· Collateral receipts	5 years
· Collateral register	5 years
· Credit files (closed)	5 years
· Daily reports	Optional
· Debit and credit tickets	1 year

Journal

· (a) If the journal is a by product of posting the liability ledger	Optional
· (b) If the journal is used as book of original entry, with descriptions	5 years
· Liability ledger	5 years
· Loan applications	5 years

· Loan committee minutes	5 years
· Margin cards	Optional

Note or discount register

· (a) If the register is a by product of posting the liability ledger	Optional
· (b) If the register is used as a book of original entry, with description	5 years
· Note and discount tickler	Optional
· Receipts for coupons removed from collateral	5 years
· Resolutions	5 years
· Statement of borrower under federal regulations (Regulations U, W, Z, etc.)	5 years

CONSUMER CREDIT

· Borrowers' statements	5 years
· Correspondence, general	3 years
· Coupons, loan deposits	1 year
· Coupons, loan payments	1 year
· Credit applications (closed or rejected)	5 years
· Credit folders containing applications, etc	5 years after close
· Disbursement vouchers, cash receipts	5 years after close
· Loan deposit ledger cards	5 years after close
· Loan ledger cards	5 years after close
· Loans made journal	5 years
· Loan paid journal	2 years
· Note and Disclosure	4 years from the date

Statements	of transaction or 2 years from the date of final entry, whichever is later.
· Note or discount tickler	Optional
· Note register	2 years
· Rebate receipts	1 year after close
· Resolutions	5 years after close
· Trial balances	Optional

CUSTOMER SERVICE

· Brokers' confirmations	3 years
· Brokers' invoices	3 years
· Brokers' statements	3 years
· Night depository agreement	1 year after close
· Night depository receipts	1 year after close
· Safekeeping records and receipts	5 years after close
· Securities buy and sell orders	2 years

DUE FROM BANKS

· Advices from correspondents	1 year
· Bank statements	5 years
· Drafts	5 years after paid
· Draft register	5 years
· NOTE: Affidavits, bonds of indemnity, and all pertinent information pertaining to issuance of duplicate checks	5 years after paid
· Reconcilements register	1 year

DUE TO BANKS

· Copies of advices	1 year
· Country bank ledger	5 years

· Incoming cash letter memos for credit	1 year
· Incoming cash letters for remittance	1 year
· Proof sheets	1 year
· Reconcilement verification	1 year
· Reconcilement register	1 year
· Reports of accounts, opened and closed	6 months
· Resolutions	5 years after close
· Signature cards	5 years after close
· Trial balances	1 year
· Undelivered statements and cancelled checks	5 years

GENERAL

· Applications for travelers checks	1 year
· Central file cards	Optional
· Change-of-address orders	Optional
· Check book orders	Optional
· Code books (not returned)	Destroy
· General correspondence	3 years
· Incoming mail envelopes	Optional
· Paid bills, statements and invoices	5 years
· Protest notices	1 year
· Receipts for check books	Optional
· Requisition for supplies	Optional
· Stenographers notebooks and mechanical device records; extra copies of letters if other copies are retained	Optional

· Telegram, cable and radiogram copies	3 years
· Vault records, openings and closings	1 year
· Wire transfer debit and credit entries	1 year

GENERAL LEDGER

· Daily statement of condition	Permanent

General journal

· (a) If the journal is a byproduct of posting the general ledger	1 month
· (b) If the journal is used as book of original entry, with descriptions	5 years
· General ledger sheets	Permanent
· General ledger tickets (debits and credits)	5 years

INTERNATIONAL DEPARTMENT

· Cable copies	5 years
· Cable requisitions	5 years
· Foreign collection register	5 years
· Foreign draft applications	5 years
· Foreign exchange remittance sheets or books	5 years after issue
· Foreign mail transfer applications	5 years
· Foreign mail transfer carbons	5 years
· Letter of credit applications	5 years
· Letter of credit ledger sheets	5 years
· Travelers check applications	2 years
· Travelers check register	2 years

INVESTMENTS

· Bond ledger sheets	5 years
· Brokers' confirmations	2 years
· Brokers' invoices	2 years
· Brokers' statements	3 years
· Descriptive literature on securities disposed of	2 years

OFFICIAL CHECKS AND DRAFTS

· Carbon copy official check register	1 month after paid
· Cashier checks	5 years after paid
· Certified checks or receipts	5 years after paid

NOTE: If not delivered or returned to depositor, photograph and destroy checks and then retain film.

· Certified check register	5 years
· Drafts (cancelled)	5 years after paid
· Expense checks (cancelled)	3 years after paid
· Expense vouchers or invoices	6 years
· Money orders, bank or personal	5 years
· Money order registers	2 years
· Receipts for certified checks	5 years after date

Requisitions

· (a) If all information including name of purchase is recorded on register	Optional
· (b) If no detail is transcribed on register	5 years

PERSONNEL

· Attendance record	3 years

Records of employees:

· Application for employment, reference records, reports and certificates of examination, service records, efficiency tests and other similar data	6 years after termination
· Application of those not employed	6 years
· Salary ledger	3 years
· Salary receipts	3 years

NOTE: Retain final receipt in personnel folder.

PROOF, CLEARINGS AND TRANSIT

· Clearinghouse settlements sheets	3 months
· Copies of advices of corrections	6 months
· Department or tellers' proof sheets	6 months
· Deposit proof sheets or tapes	1 year
· Inclearings envelopes, proof sheets or tapes	1 year
· Microfilm	2 years
· Outclearings proof sheets or tapes	6 months
· Outgoing cash letters, transit	6 months
· Proof sheets, transit	6 months

REAL ESTATE LOANS

· Journal (debits and credits)	2 years
· Ledger cards	5 years
· Loan credit files	5 years after close
· Mortgage credits	1 year
· Remittances	1 year
· Tellers' blotter	2 years

REGISTERED MAIL

· Marine insurance books	3 years
· Registered mail (incoming) record	3 years
· Registered mail (outgoing) record	3 years
· Return receipt cards	3 years

SAFE DEPOSIT VAULT

· Access tickets	2 years
· Cancelled signature cards	2 years after close
· Copies of rent receipts	2 years
· Correspondence	2 years after close
· Leases or contracts, close accounts	2 years after close
· Ledger record of account	Optional

SAVINGS ACCOUNTS

· Withdrawals	5 years
· Deposits	5 years
· Journal	1 year
· Ledger cards or sheets	5 years after last entry
· Window bookkeeping machine control tapes	1 year
· Pass books	Destroy
· Reports of accounts, opened and closed	Optional
· Resolutions	5 years after close
· Signature cards	5 years after close
· Trial balances, nonautomated	Optional

Trial balances, automated

· (a) If statement or account	Optional

history record retained	
· (b) If no alternative record	5 years
· Withdrawal affidavits	3 years

TELLERS

· Cash item record	1 year
· Return item register	1 year
· Tellers' cash books	Optional
· Tellers' cash tickets, originals and carbon copies	1 month
· Tellers' recapitulation	1 month
· Tellers' machine tapes	1 month
· Tellers' blotter, journal or proof	2 years
· Tellers' exchange tickets	3 months

TRUST RECORDS

Advices of payment

· Securities department bond and coupon collections	1 year
· Amortization schedules	Destroy when securities are disposed of
· Buy and sell orders	1 year
· Cancelled bonds and cancelled coupons	Return to issuing corporation or cremate, retaining receipt or cremation certificate until account is closed
· Cash trial balances	6 months
· Corporate trust ledger	7 years

Correspondence

· Corporate trust (bond issues)	3 years
· Dividend	3 years

· General	3 years
· Irregular transfers	3 years
· Cost cards, securities	5 years
· Coupon collections records	18 months
· Coupon envelopes	Optional
· Daily statement of trust department	5 years
· Dividend check tapes (adding machine)	Optional
· Dividend record cards (closed)	5 years
· Dividend and coupon ledger	Until closed
· Dividend and interest disbursement checks	5 years
· Dividend and interest disbursement list	Optional
· Document files	Until closed
· Fee cards	Until closed
· Journal sheets, accounting division and stock transfer	5 years
· Ledger records: asset ledger, cash ledger, investment ledger, stock transfer ledger and mutual income foundation	5 years after close
· Listing for Form 1099	1 year after filing
· Minute books, trust committee and trust investment committee	Permanent
· Original trust entries (daily debits and credits and multiple forms)	2 years
· Paid invoices: tradesman, professional (excluding attorney) and miscellaneous	3 years

NOTE: In probate accounts retain

three years after expiration of time of appeal from order closing account

· Probate slips	Destroy original when account is closed. Destroy duplicate after circulation.
· Registered mail report	3 years
· Registration journals	Until closed
· Rent collection, mortgage and land contract collection (file accountant's copy)	5 years
· Signature files	Until closed
· Stock transfer change-of-address authority	1 year
· Stock transfer memos	1 year
· Stock transfer receipts	3 years
· Stockholders list	Optional
· Supporting papers to transfers	10 years

NOTE: Except recorded instruments and agreement from banksreturn to transferor.

· Surety bonds	10 years

Tax returns

· Ad valorem tax returns	5 years after filing
· Estate tax returns	15 years after filing
· Federal and state income tax returns	15 years after filing
· Intangible tax returns	5 years after filing
· Social security returns	5 years after filing
· Tellers' daily blotter	18 months
· Transfer instructions	5 years
· Transfer journal tapes	2 years

· Transfer tax waivers	Until closed
· Trust checks	Until closed
· Trust register	Until closed
· Vouchers, probate trust	3 years after expiration of time of appeal from order closing account.

MINIMUM EDP RECORD RETENTION SCHEDULE

TYPES OF RECORDS	***RETENTION PERIOD***
CHECKING ACCOUNTS	
· Trial balance	1 month
· Conversion (initial entry) run	* 2 years (or 3 months)
· Transaction journal	* 2 years (or 3 months)
· Master file change	6 months
· New and closed accounts	3 months
· Unposted items	3 months
· Zero balances	1 month
· Large balance changes	1 month
· Overdrafts	3 months
· Stop payments	6 months
· Service charges	1 month
· Uncollected funds	1 month
· Customer statement	5 years
SAVINGS ACCOUNTS	
· Daily transactions journal	6 months
· Daily transactions list of accounts active	1 week

	since last trial	
·	Exception report	1 year
·	Closed accounts, control	6 months
·	Current active accounts	3 years
·	Annual statistical analysis	Optional
·	Interest report	6 months
·	1099 listing, summary	Optional
·	Opened and closed accounts	6 months
·	Trial balance	Optional (if statement or account history retained, otherwise 5 years)
·	Savings statement-microfilm	5 years

INSTALLMENT LOANS

·	Daily payment journal	2 years
·	Trial balance (if only complete history on borrower)	5 years
·	New loan report	2 years
·	Loan paid report	2 years
·	Past-due report	Optional

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