

Retention of Documents - Minimum periods of retention required by law from SARS

Document	Retention years	Document	Retention years
Accounting Records		Employee Records	
Ancillary books of account and supporting schedules	15	Accident books and records	7
Annual financial statements	15	Application for jobs – unsuccessful	1
Annual financial statements working papers	4	Apprentice records of remuneration	3
Bank instructions	4	Arbitration award records	3
Bank statements and vouchers	4	Collective agreement records	3
Cash books	15	Dispute records: strike, Lockout, Protest action	3
Cheques	4	Expense accounts	4
Consolidation schedules	15	Factory register	Permanent
Costing records	5	Payrolls	7
Creditors' invoices and statements	5	Personal records of organisation's executives	Permanent
Creditors' ledgers	15	Salary revision schedules	7
Debtors' ledgers	15	Salary wage register	7
Debtors' statements	4	Staff records (after date employment ceases)	7
Deposit slips	4	Tax returns – employees	4
Dividend and interest payment lists (listed comp)	15	Time and piecework records	7
Fixed asset register	15	Wage and salary records (including overtime)	7
General ledgers	15	Workmen's Compensation documents	3
Goods received notes	4	Statutory Records	
Payrolls	7	Branch register	15
Petty cash books	15	Index of members	15
Purchases invoices (with supporting documentation)	4	Register of debenture holders	15
Purchase journals (supporting documentation)	15	Register of directors' attendance	15
Purchase Orders	4	Register of directors and officers	15
Railage and shipping documents	4	Register of directors' interest on contracts	15
Receipts	4	Register of members	15
Sales invoices (with supporting documentation)	4	Register of pledges and mortgages	15
Sales journals	15	Documents of incorporation including:	
Second hand goodsDetails of acquisition and disposal	3	Certificate of change of name	Permanent
Shipping documents	2	Founding statement and amendments (CC)	Permanent
Stock records (supporting schedules)	15	Certificate to commence business	Permanent
Stock sheets	4	Certificate of incorporation	Permanent
Year end working papers for companies	4	Memorandum and Articles of Association	Permanent
Contracts and Agreements		Minutes of meetings	
Agreements of historical significance	Permanent	Board meetings	Permanent
Indemnities and guarantees (after date of expiry)	5	Committee meetings	Permanent
Licensing agreements (after date of expiry)	5	General meetings	Permanent
VAT Documentation		Minute books	Permanent
Bank statements, deposit slips, stock lists	4	Tax Records	
Books of accounts	4	Income tax required records	4
Detailed records of the registered vendor's transactions	4	Taxation returns and assessmentsRecords of subscriptions or levies paid by its members	15
Invoices, tax invoices, credit and debit notes	4		

Document	Retention years
Employee Records	
Accident books and records	7
Application for jobs – unsuccessful	1
Apprentice records of remuneration	3
Arbitration award records	3
Collective agreement records	3
Dispute records prescribed details of any: strike, Lockout, Protest action involving employees	3
Expense accounts	4
Factory register	Permanent
Payrolls	7
Personal records of organisation's executives (for historical purposes)	Permanent
Salary revision schedules	7
Salary wage register	7
Staff records (after date employment ceases)	7
Tax returns – employees	4
Time and piecework records	7
Wage and salary records (including overtime)	7
Workmen's Compensation documents	3
Statutory Records	
Branch register	15
Index of members	15
Register of debenture holders	15
Register of directors' attendance	15
Register of directors and officers	15
Register of directors' interest on contracts	15
Register of members	15
Register of pledges and mortgages	15
Documents of incorporation including:	
Certificate of change of name	Permanent
Certificate of incorporation	Permanent
Certificate to commence business	Permanent
Founding statement and amendments (Close Corporations)	Permanent
Memorandum and Articles of Association	Permanent
Minutes of meetings	
Board meetings	Permanent
Committee meetings	Permanent
General meetings	Permanent
Minute books	Permanent
Tax Records	
Income tax required records	4
Taxation returns and assessments Records of subscriptions or levies paid by its members	15