

BUSINESS OWNERS:

PROSHRED® knows how the tough day-to-day work schedule goes; swimming in paperwork and meeting deadlines.

We know your work space can get cluttered, which is why **PROSHRED®** offers a fast and affordable solution to destroy all expired confidential records. Right on site!

ABOUT US:

PROSHRED® is a service-driven document destruction company solely dedicated to on-site paper shredding: the most secure, convenient and cost-effective method for destroying and recycling confidential documents and materials.

DOCUMENT RETENTION SCHEDULE:*

PERMANENT:

- Corporate Records
- Chart of Accounts
- Fiscal Policies/Procedures
- Audits
- Financial Statements
- General Ledger
- IRS Form 990
- Payroll Registers
- Contracts
- Insurance Records
- Grant Dispersal Contracts
- Legal Correspondence

7 YEARS:

- Checks Registers/Books
- Business Expenses Documents
- Bank Deposit Slips
- Cancelled Checks
- Invoices
- Investment Records
- IRS Form 1099
- Payroll Tax Withholdings
- Payroll Tax Returns
- Earnings Records
- Payroll Tax Returns
- W-2 Statements
- Vendor Contracts
- Warranties
- Management Plans
- Donations/Fund Records

www.proshred.com



*FOR EXAMPLE PURPOSES ONLY. LAWS VARY BY STATE.

 **(317) 578-3650**

