Company XYZ
Electronic Recordkeeping Outline

Accounting
  Accounting System Set-up Info.
  Accounts Payable
    Cash Disbursements and Purchases (vendorname yearmonthday desc )
    Credit Card Receipts (bankname-last4account# yearmonthday vendorname)
    Prior Years
  Vendor Information (vendorname earmonthday desc)
    Prior Years
  Accounts Receivable
    Cash Receipts/Deposits (bankname-last4account# yearmonthday desc)
    Prior Years
    Customer Information (customernname desc yearmonthday)
    Prior Years

Banking
  Bank Information (bankname-last4account# yearmonthday desc)
    Prior Years
  Bank Statements* (bankname-last4account# yearmonthday desc)
    Prior Years
  Void Checks (bankname-last4account# yearmonthday checknumber)
  Financial Reports* (yearmonthday reportname desc)
    Prior Years

Fixed Assets (Purchase Information) (equiptype yearmonthday desc )
  Prior Years

Payroll
  Payroll Service Info (payrollservice yearmonthday desc )
    Prior Years
  Payroll Reports* (payrollservice yearmonthday reportname)
    Prior Years
  Taxes (taxagency yearmonthday desc )
    Prior Years

Finance
  Cash Flow Forecasts (Cashflow Forecasts yearmonthday)
    Prior Years
  Loans/Leases (bankname-last4account# yearmonthday desc)
    Prior Years
Office Administration

**Business Insurance** *(agencyname yearmonthday desc)*

**Prior Years**

**Legal Information** *(desc yearmonthday desc)*

**Office Information**

**Document Templates (Electronic)**

**Property**

1234 Main St. *(desc yearmonthday desc)*

- Information
- Maintenance

**Prior Years**

**Vehicles**

**Year Make & Model VIN #6789** *(desc yearmonthday desc)*

- Information
- Maintenance

**Prior Years**

**Passwords**

**Human Resource**

**Recruiting** *(desc yearmonthday desc)*

- Employment Application
- Job Postings
- Non-compete forms/Non-disclosure forms
- Personnel Record form
- I-9 form
- W-4 forms

**Resumes (un-hired)** *(position yearmonthday lastname,firstname)*

**Prior Years**

**Retention** *(desc yearmonthday desc)*

**Personnel Benefits**

**Medical Insurance** *(company yearmonthday desc)*

**Prior Years**

**Worker's Comp.** *(company yearmonthday desc)*

**Prior Years**

**Personnel (Current)**

**Employee Name** *(desc yearmonthday desc)*

**Prior Years**

- Employee Handbook
- W-2’s

**Separation** *(desc yearmonthday desc)*

- Exit Interview Checklist

**Personnel (Past)**

**Employee Name** *(desc yearmonthday desc)*

**Training** *(desc yearmonthday desc)*

- Training Check List
**Training Classes**

- Class A
- Class B

**Marketing & Sales**

**Business Development**

- Business Development Plan
- Strategic Partners

**Marketing**

- Marketing Plan
- Logos
- Advertising

**Sales**

- **Customer Service Info**
  - Client Satisfaction Survey forms
  - Customer A
  - Customer B

- **Networking Info**
  - Networking Group A
  - Business Professional B

- **Prospect Info**
  - Prospect A
  - Prospect B

**Sales Plan**

**Information Technology**

- Applications
- Network Map
- Prior