

Bold - Folder

* - move to prior years folder at end of year

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 (*customername 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 (desc yearmonthday desc)

Class A

Class B

Marketing & Sales

Business Development (desc yearmonthday desc)

Business Development Plan

Strategic Partners

Marketing (desc yearmonthday desc)

Marketing Plan

Logos

Advertising

Sales (desc yearmonthday desc)

Customer Service Info (desc yearmonthday desc)

Client Satisfaction Survey forms

Customer A

Customer B

Networking Info (desc yearmonthday desc)

Networking Group A

Business Professional B

Prospect Info (desc yearmonthday desc)

Prospect A

Prospect B

Sales Plan

Information Technology (desc yearmonthday desc)

Applications

Network Map

Prior