



USF Records Retention Schedule
Quick Guide – Records & Retention Periods
Retention period in years, unless otherwise indicated

Accounting, Tax & Finance

Abandoned & Unclaimed Property
 ACT+10; Pennsylvania ACT+15
 Accounts Payable.....CY+7
 Accounts Receivable.....CY+7
 Budgets, Forecasts & Strategic Plans
 ACT+3
 Credits and Incentives..... ACT+7
 Financial Statements - Year End CY+10
 Fixed Assets..... Life of Asset+7
 General Accounting ACT+7
 General Ledger CY+10
 Income Tax Returns..... PERM
 Indirect Tax Return Files..... ACT+10
 Inventory Control ACT+7
 Payroll Backup & History.....CY+7
 Sales & Use Tax Exemption Certificates
 PERM
 State Mileage & Fuel Usages ACT+5
 Tax Audits.....CY+7
 Tax Protests, Claims, Appeals & Refunds
 ACT+7
 Travel and Expense Reports..... ACT+7

Administration & Audit

Administration Planning & Management.....
 ACT+1
 External Audits..... ACT+7
 Internal Audits ACT+5
 Procedures & Plans 3 After Superseded
 SOX - Sarbanes Oxley Audits ACT+7

Commercial Activity

Advertising..... ACT+6
 Bids & Proposals to Customers.....
Successful ACT+10;
Unsuccessful ACT+5
 Category & Procurement Management.....3
 Customer Data..... 7
 Customer Relationship.....3
 Imports & Exports..... ACT+5
 Marketing Plan, Promotions & Research ...3
 Purchasing Records (Non-Trade) ACT+7
 Receiving & Order Confirmations.....7
 Replenishment, Drop Ship Documentation .
 7
 SIS/CAS - Sales Incentives..... 7
 Trade Shows..... 1
 Vendor Remedy Cases..... ACT+10
 Vendor/ Supplier Records (Trade)... ACT+10

Compliance, Corporate Governance & Treasury

Banking..... ACT+7
 Check-In Line Data..... 6
 Closing Binders Date Transaction+20
 Contracts & Agreements..... EXP+10
 Corporate Communications..... 1

Corporate Organizational Documents.....
 PERM
 Corporate Policy and Governance ACT+5
 Credit Agency Reports - Rejected Credit ...2
 Customer Credit Files10
 Dissolved Subsidiary Records.....10
 External Financing.....ACT+10
 Financial Investments.....ACT+7
 Financial Reporting - Quarterly.....ACT+7
 Intellectual Property Patents PERM;
Trademark, Copyright ACT+6
 Internal Investigations..... ACT+6
 Litigation FilesACT+10
 M&A & Divestitures - Unsuccessful.....
ACT+3; Per Agreement
 Permits & Licenses..... EXP+5
 Records ManagementACT+3
 SEC Filing Original Signature Pages.....
 Date Filing+5
 Shareholder Records CY+10
 Stock Ledger and DividendsACT+10
 Stock Records..... ACT+6
 Treasury Transactions 1

DC Operations

Badges & Security Access.....CY
 Distribution & Shipping 7
 Driver Daily Logs 6 Months
 Driver QualificationsTERM+3
 Freight & Damage ClaimsACT+7
 Maintenance & Repairs.. Life Equipment +3
 Op Activities - Warehouse & Transportation
 1
 Vehicle Inspection Reports..... CY+2

Facilities & Property

Design & Construction..... Disposition+20
 Real Estate Records Disposition+20

Food Safety & Quality

Food Safety Inspections & Monitoring
 Stock Yards 3; all others 5
 Food Safety Program Validation PERM
 Hold and/or Returned Product Clearance....
 Stock Yards 3; all others 5
 Product Recall, Food-Borne Illness Record ...
 5
 Product Specifications PERM
 Production Quality Control3
 Seafood & Shellfish Traceability.....5
 USDA Label Approvals
 Life Product +Shelf Life
 Weight Compliance CY+2

Health, Safety & Environment

Accidents, Injuries & Facility Safety ... ACT+6

Chemical & Fuel Storage Tank Records
 Life Equipment+3
 Emergency Response & Plans
 5 After Superseded
 Environmental Reports & Monitoring
ACT+5
 Environmental Site Remediation
Life Property+20
 Hazardous Substance RecordsACT+30;
 Employee-Related ACT+40

Human Resources

Affirmative Action Plan & EEOACT+7
 Affordable Care Act Compliance Records.....
ACT+3
 Benefit Enrollment & Management...ACT+6
 Compensation Management.....ACT+6
 Contractor/Temp Records.....ACT+6
 Drug TestingACT+5
 Employee Benefit & Retirement Plans
 Life Plan+6
 Employee Insurance Affidavits EXP+2
 Executive CompensationACT+6
 Extended Leave of Absence Files ACT+7
 I-9 Documentation.....TERM+1 OR
 Date of Hire+3, Whichever is Later
 Labor RelationsACT+10
 Personnel File.....ACT+6
 Recruitment Files CY+3
 Training & DevelopmentACT+3
 Unemployment Records.....ACT+6

Information Technology

Application Development and Conversion ...
ACT+3
 Backup Tapes 1
 Risk and ArchitectureLife System

Risk Management

Actuarial Report 10
 Certificates of Insurance - Outgoing CY
 Insurance Claims CLOSED+10;
 Minor, 10 After Reaches Majority
 Insurance Policies.....Casualty PERM
 Property EXP+10
 Property Insurance Inspection Reports 5
 Workers Compensation Claim Files
 CLOSED+20

<p><u>RETENTION PERIOD KEY</u> ACT – Active CY – Current Year EXP – Expiration PERM – Permanent TERM – Termination</p>
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