



ACCOUNT BALANCES DUE (5 YEARS)

- AC01 Checking Accounts
- AC02 Savings Accounts
- AC03 Matured Certificates of Deposit or Savings Certificates
- AC04 Christmas Club Funds
- AC05 Money on Deposit to Secure Fund
- AC06 Security Deposits
- AC07 Unidentified Deposits
- AC08 Suspense Accounts

UNCASHED CHECKS (5 YEARS)

- CK01 Cashier's Checks (copies of checks required)
- CK02 Certified Checks
- CK03 Registered Checks
- CK04 Treasurer's Checks
- CK05 Drafts
- CK06 Warrants
- CK07 Money Orders (7 Years)
- CK08 Traveler's Checks (15 Years)
- CK09 Foreign Exchange Checks
- CK10 Expense Checks
- CK11 Pension Checks
- CK12 Credit Checks or Memos
- CK13 Vendor Checks
- CK14 Checks Written Off to Income
- CK15 Other Outstanding Official Checks
- CK16 CD Interest Checks

COURT DEPOSITS (1 YEAR)

- CT01 Escrow Funds
- CT02 Condemnation Awards
- CT03 Missing Heirs' Funds
- CT04 Suspense Accounts
- CT05 Other Court Deposits

EDUCATIONAL SAVINGS ACCOUNTS (5 YEARS)

- CS01 Cash
- CS02 Mutual Funds
- CS03 Securities

HEALTH SAVINGS PLANS (5 YEARS)

- HS01 Health Savings Account
- HS02 Health Savings Account Investment

INSURANCE (5 YEARS)

- IN01 Individual Policy Benefits or Claim Payments
- IN02 Group Policy Benefits or Claim Payments
- IN03 Proceeds Due Beneficiaries
- IN04 Proceeds from Matured Policies, Endowments or Annuities

INSURANCE (5 YEARS)- Cont.

- IN05 Premium Refunds
- IN06 Unidentified Remittances
- IN07 Other Amounts Due Under Policy Terms
- IN08 Agent Credit Balances

TRADITIONAL IRA (5 YEARS)

- IR01 Cash
- IR02 Mutual Funds
- IR03 Securities

ROTH IRA (5 YEARS)

- IR05 Cash
- IR06 Mutual Funds
- IR07 Securities

PROCEEDS FROM MINERAL INTERESTS (3 YEARS)

- MI01 Net Revenue Interests
- MI02 Royalties
- MI03 Overriding Royalties
- MI04 Production Payments
- MI05 Working Interests
- MI06 Bonuses
- MI07 Delay Rentals
- MI08 Shut-in Royalties
- MI09 Minimum Royalties

CHECKS AND INTANGIBLE PERSONAL PROPERTY HELD IN THE ORDINARY COURSE OF BUSINESS (5 YEARS)

- MS01 Wages, Payroll or Salary (1 Year)
- MS02 Commissions
- MS03 Worker's Compensation Benefits
- MS04 Payment for Goods and Services
- MS05 Customer Overpayments
- MS06 Unidentified Remittances
- MS07 Unrefunded overcharges
- MS08 Accounts Payable
- MS09 Credit Balances/Account Receivables
- MS10 Discounts Due
- MS11 Refunds Due
- MS12 Unredeemed Gift Certificates, Merchant Stored Value Cards and Credit Memos
- MS13 Unclaimed Loan Collateral
- MS14 Pension and Profit Sharing Plans (IRA, Keogh, e.g.)
- MS15 Property Distributable in the course of Involuntary Dissolution or Liquidation (6 mos.)
- MS16 Other Miscellaneous Outstanding Checks
- MS17 Other Miscellaneous Intangible Personal Property
- MS18 Suspense Liabilities

SECURITIES (3 YEARS)

- SC01 Dividends
- SC02 Interest (Bond Coupons)
- SC03 Principal Payments
- SC04 Equity Payments
- SC05 Profits
- SC06 Funds Paid to purchase Shares
- SC07 Funds for Stocks and Bonds (Bond Number Required)
- SC08 Undelivered Shares of Stock (RPO'd; Book Entry; Street Name)
- SC09 Cash for Fractional Shares
- SC10 Unexchanged Stock of Successor Corporation
- SC11 Any other Certificates of Ownership
- SC12 Underlying Shares or other Outstanding Certificates of Ownership (owner possesses physical certificate)
- SC13 Funds for Liquidation/Redemption of Unsurrendered Stocks or Bonds
- SC14 Debentures
- SC15 U.S. Government Securities
- SC16 Mutual Fund Shares
- SC17 Warrants (Rights)
- SC18 Matured Principal on Registered Bonds
- SC19 Dividend Reinvestment Plans
- SC20 Credit Balances

SAFE DEPOSIT BOXES AND SAFEKEEPING (5 YEARS)

- SD01 Contents of Safe Deposit Boxes
- SD02 Contents of any other Safekeeping Repository
- SD03 Other Tangible Property

TRUST, INVESTMENTS AND ESCROW ACCOUNTS (5 YEARS)

- TR01 Paying Agent Accounts
- TR02 Undelivered or Uncashed Dividends
- TR03 Funds held in a Fiduciary Capacity
- TR04 Escrow Accounts
- TR05 Trust Vouchers

UTILITIES (1 YEAR)

- UT01 Utility Deposits
- UT02 Membership Fees
- UT03 Refunds or Rebates
- UT04 Capital Credit Distributions

VIRTUAL CURRENCY (5 YEARS)

- VC01 Virtual Currency Units
- VC02 Virtual Currency Liquidated
- VC03 Cash Account Balance Held by Exchange
- ZZZZ Properties not identified above

