



# Records Retention Schedule- Finance

## Records Manual

**Document Number:**

RM-FIN-03.01

**Department:**  
F2 Logistics Philippines Inc.- Finance

**Effective Date:**  
July 25, 2018

**Revision No**  
1

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
FIN 1.0	Customer Jacket					
FIN 1.1	Paid Service Invoice	Hard	Contains paid Service Invoice with Official Receipt (acctg. Copy)	2 years	8 years	Shred
FIN 1.2	Unpaid Service Invoice	Hard	Containing series of Service Invoice generated	Until paid	10 years	Shred
FIN 2.0	Official Receipt					
FIN 2.1	Official Receipt Cashier Copy	Hard	Contains cashier's copy of Official Receipt with validated deposit slip	Until audited	10 years	Shred
FIN 3.0	Rates/Sop					
FIN 3.1	Selling Rates/Sop	Hard	Contains agreed rates and required attachments and credit terms to clients	Until superseded	3 years	Shred
FIN 3.2	Buying Rates	Hard	Contains rates for shipping lines, airlines, suppliers, trackers, agents manpower/sub-con	Until superseded	3 years	Shred
FIN 4.0	Stub Copy					
FIN 4.1	Proforma Waybill	Hard	Contains stub copy of Proforma waybill, Official Receipt & Service Invoice	Until audited	10 years	Shred
FIN 4.2	Official Receipt	Hard		Until audited	10 years	Shred
FIN 4.3	Service Invoice	Hard		Until audited	10 years	Shred
FIN 5.0	Check Voucher			Until audited		
FIN 5.1	Shipping Lines	Hard	Contains Request for Payment, OR'S, billings/ SI (truckers,trucker's agent, airlines, shippinglines,ewt, bank documents)	Until audited	10 years	Shred
FIN 5.2	Trucker	Hard		Until audited	10 years	Shred
FIN 5.3	Airlines	Hard		Until audited	10 years	Shred
FIN 5.4	Revolving Fund	Hard		Until audited	10 years	Shred
FIN 5.5	Agents	Hard		Until audited	10 years	Shred
FIN 5.6	Sub-Contractor	Hard		Until audited	10 years	Shred
FIN 5.7	Supplier	Hard		Until audited	10 years	Shred
FIN 5.8	Cash Advance/Liquidation	Hard		Until audited	10 years	Shred
FIN 5.9	Fund Transfer	Hard		Until audited	10 years	Shred
FIN 5.10	Others	Hard		Until audited	10 years	Shred
FIN 6.0	Government Taxes &					
FIN 6.1	Withholding Tax on Income Payment	Hard	Contains BIR Return remittance with payment, SSS, Mayor's Permit, PSB renewal, SEC	Until business exist		Archive
FIN 6.2	Withholding Tax - Wages	Hard		Until business exist		Archive
FIN 6.3	Annual Income Tax	Hard		Until business exist		Archive
FIN 6.4	Vat Payable	Hard		Until business exist		Archive
FIN 6.5	Alphalist Of Payees	Hard		Until business exist		Archive
FIN 6.6	BIR Registration Payment	Hard		Until business exist		Archive
FIN 6.7	Mayor's Permit	Hard		Until business exist		Archive
FIN 6.8	PSB Renewal	Hard		Until business exist		Archive
FIN 6.9	Security and Exchange Commission	Hard		Until business exist		Archive
FIN 6.10	Civil Aeronautics Board	Hard		Until business exist		Archive

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				Active	Inactive	
FIN 7.0	Financial Management					
FIN 7.1	Bank Recon Report	Soft	Contains Financial Report (Softcopy - Confidential)  For Subsidiary Ledger for Major Accounts	5 years		Archive
FIN 7.2	Subsidiary Ledger	Soft		5 years		Archive
FIN 7.3	Audited Financial Statement	Soft/Hard		Until business exist		Archive
FIN 7.4	Account Analysis	Soft		Until business exist		Archive
FIN 7.5	Key Performance Indicator (KPI)	Soft		3 years		Archive
FIN 7.6	Mancom Report	Soft		3 years		Archive
FIN 7.7	Leaders Meeting Report	Soft		3 years		Archive
FIN 8.0	Account Receivable Report	Soft	Contains unpaid invoices of clients with SI date, SI #, date received, person who received, age of billing from date received and collection letter.			
FIN 8.1	Statement Of Account / Collection Letter	Soft/Hard		5 years	3 years	Archive
FIN 8.2	AR Aging Summary	Soft		5 years	3 years	Archive
FIN 8.3	Collection Report	Soft		5 years	3 years	Archive
FIN 8.4	Request for Adjustment Form	Hard	Contains documented request for adjustments	5 years	3 years	Archive
FIN 9.0	Proof Of Delivery	Soft	Contains proof of delivery documents	Until business exist		Archive
FIN 10.0	Revenue and Yield Management Reports					
FIN 10.1	Gross Profit Summary	Soft	Contains analysis per customers	Until business exist		Archive
FIN 11.0	Minutes Of Meeting	Soft	Contains minutes of the meeting	2 years	1 year	Archive
FIN 12.0	Bank Records		Contains bank transactions			
FIN 12.1	Bank Statement	Soft		Until audited	3 years	Archive
FIN 12.2	Used Checks	Hard		Until audited	3 years	Archive
FIN 13.0	Contract					
FIN 13.1	Lease Contract - Manila	Hard	Contains lease of contracts	Until superseded		Archive
FIN 13.2	Lease Contract - Branches	Hard	Contains lease of contracts	Until superseded		Archive

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