
	<h1>Records Retention Schedule - Finance</h1> <h2>Records Manual</h2>		Document Number: RM-FIN-03.01
	Department: Finance	Effective Date: October 10, 2025	Revision No 2

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 / Soft	Contains paid Service Invoice with <b>Payment</b> Receipt (acctg. Copy)	5 years	5 years	Shred
FIN 1.2	Unpaid Service Invoice	Hard / Soft	Containing series of Service Invoice generated	Until paid	10 years	Shred
FIN 2.0	<b>Payment</b> Receipt					
FIN 2.1	<b>Payment</b> Receipt Cashier Copy	Hard	Contains cashier's copy of <b>Payment</b> Receipt with validated deposit slip	5 years	10 years	Shred
FIN 3.0	Rates/Sop					
FIN 3.1	Selling Rates/Sop	Hard / Soft	Contains agreed rates and required attachments and credit terms to clients	Until superseded	3 years	Shred
FIN 3.2	Buying Rates	Hard / Soft	Contains rates for shipping lines, airlines, suppliers, trackers, manpower	Until superseded	3 years	Shred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	<b>Payment</b> Receipt	Hard		Until audited	10 years	Shred
FIN 4.3	Service Invoice	Hard		Until audited	10 years	Shred
FIN 5.0	Check Voucher		Contains Request for Payment, <b>OR'S/Payment Receipts</b> , Billings/S.I. (truckers, airlines, shipping lines, ewt, bank documents)	Until audited		
FIN 5.1	Shipping Lines	Hard / Soft		Until audited	10 years	Shred
FIN 5.2	Trucker	Hard / Soft		Until audited	10 years	Shred
FIN 5.3	Airlines	Hard / Soft		Until audited	10 years	Shred
FIN 5.4	Revolving Fund	Hard / Soft		Until audited	10 years	Shred
FIN 5.5	Agents	Hard / Soft		Until audited	10 years	Shred
FIN 5.6	Sub-Contractor	Hard / Soft		Until audited	10 years	Shred
FIN 5.7	Supplier	Hard / Soft		Until audited	10 years	Shred
FIN 5.8	Cash Advance/Liquidation	Hard / Soft		Until audited	10 years	Shred
FIN 5.9	Fund Transfer	Hard / Soft		Until audited	10 years	Shred
FIN 5.10	Others	Hard / Soft		Until audited	10 years	Shred
FIN 6.0	Government Taxes & Licenses					
FIN 6.1	Withholding Tax on Income Payment	Hard / Soft	Contains BIR Return remittance with payment, SSS, <b>Pag-Ibig, Philhealth</b> , Mayor's Permit, SEC, <b>CAB, DTI, PhilGeps</b>	Until business exist		Archive
FIN 6.2	Withholding Tax - Wages	Hard / Soft		Until business exist		Archive
FIN 6.3	Annual Income Tax	Hard / Soft		Until business exist		Archive
FIN 6.4	<b>Value Added Tax Return</b>	Hard / Soft		Until business exist		Archive
FIN 6.5	Alphalist Of Payees	Hard / Soft		Until business exist		Archive
FIN 6.6	<b>Certificate of</b> Registration	Hard / Soft		Until business exist		Archive
FIN 6.7	Mayor's Permit	Hard / Soft		Until business exist		Archive

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Records Retention Schedule - Finance</h1> <h2>Records Manual</h2>		Document Number: RM-FIN-03.01
	Department: Finance	Effective Date: October 10, 2025	Revision No 2

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
FIN 6.8	Department of Trade & Industry Certificate	Hard / Soft	Contains BIR Return remittance with payment, SSS, Pag-Ibig, Philhealth, Mayor's Permit, SEC, CAB, DTI, PhilGeps	Until business exist		Archive
FIN 6.9	Security and Exchange Commission (SEC) Certificate of Registration	Hard / Soft		Until business exist		Archive
FIN 6.10	Civil Aeronautics Board Certificate	Hard / Soft		Until business exist		Archive
FIN 6.11	SSS, Pag-Ibig, PhilHealth Contribution	Hard / Soft		Until business exist		Archive
FIN 6.12	Tax Clearance	Hard / Soft		Until business exist		Archive
FIN 6.13	PhilGEPS Certificate of Registration	Hard / Soft		Until business exist		Archive
FIN 7.0	Financial Management Report					
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	Coordination 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	5 years	5 years	Delete
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

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**