



SUNDAY
MAY 16, 2010

Third Annual

**WEST ORANGE
Energy Commission
ECO - ENERGY FAIR**

12:00 - 4:00

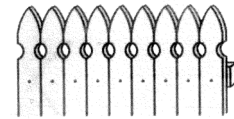
Liberty Middle School

~ **FREE ADMISSION** ~

Eco-Energy Fair Sponsors:



AAA FENCE DISTR. INC.



28 Lakeside Ave, West Orange, NJ
Est. 1974

- * Education & Conservation practices
- * Nutritional Food Choices
- * Environmental Workshops
- * Raffle Prizes
- * Green Vendors & Products
- * You Can Make a Difference Demonstrations

New to the Eco-Energy Fair this year:

Confidential Shredding (www.shredconfidential.com)
shred personal & professional documents - **FREE**

N.J Department of Agriculture's
Soil Tunnel Exploration



WO Rotary Club BIKE RECYCLE:  **pedals for progress™**
putting used bikes to good use.

For more information on how to exhibit or to volunteer: woecfair@gmail.com

Recommended Period of Retention

You should keep all documentation until the statute of limitations runs out.

GENERAL ITEMS

YEARS

Capital Stock Ledgers.....	<i>Permanent</i>
Minute Books.....	<i>Permanent</i>
Canceled Bonds & Interest Coupons.....	<i>Seven (7) years</i>
Proxies of Holders of Voting Securities.....	<i>Two (2) years</i>
List of Holders of Voting Securities.....	<i>Seven (7) years</i>
Deeds, Titles, Abstracts, etc.....	<i>Permanent</i>
Contracts (in general).....	<i>Seven (7) years (After Expiration)</i>

FINANCIAL DOCUMENTS

General Ledgers.....	<i>Permanent</i>
Statements (Balance Sheets, etc.).....	<i>Permanent</i>
Cost Ledger.....	<i>Permanent</i>
Accounts Receivable Ledgers.....	<i>Seven (7) years</i>
Books of Original Entry (including General Journal Entries).....	<i>Permanent</i>
Insurance Policies (After Expiration).....	<i>Three (3) years</i>
Tax Returns & Records.....	<i>Permanent</i>
Audit Reports.....	<i>Permanent</i>
Plant Ledger.....	<i>Permanent</i>
Royalty Computations.....	<i>Seven (7) years (After Expiration)</i>
Excise Tax Computations.....	<i>Five (5) years</i>

RECEIPTS & EXPENDITURES

Duplicate Deposit Tickets.....	<i>One (1) year</i>
Bank Statements & Canceled Checks.....	<i>Seven (7) years</i>
Duplicate Checks.....	<i>Four (4) years</i>
Accounting Payable Files, including • All Supporting Data (i.e., invoices, receiving taxes, purchase orders, etc.).....	<i>Seven (7) years</i>
Payroll Records: • Canceled Payroll Checks.....	<i>Seven (7) years</i>
• Payroll Journals.....	<i>Seven (7) years</i>
• Time Cards.....	<i>Four (4) years</i>



The West Orange
Energy Commission
created a
Public / Private Partnership
With

**CONFIDENTIAL
SHREDDING**

to provide
**ONE FREE DAY
OF SHREDDING**
PERSONAL & PROFESSIONAL
DOCUMENTS

**WEST ORANGE
ENERGY COMMISSION
ECO-ENERGY FAIR**

**SUNDAY
MAY 6, 2010
12:00-4:00**

LIBERTY MIDDLE SCHOOL