

## How Long Do Invoices Need to be Retained? sos - VSARA State Records

**Management** <SOS.RIM@vermont.gov>Wed, Jan 18, 2023 at 10:18 AMTo: Josh Arneson  
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Josh,

Thank you for reaching out to the Vermont State Archives and Records Administration.

Retention guidance for financial invoices can be found in the [Accounting Records schedule \(GRS-1000.1002\)](#). This is a [General Record Schedule](#) and any public agency can use it for retention guidance on accounting-related records.

The minimum retention guidance calls for supporting financial documentation, such as invoices, receipts, vouchers, etc. to be destroyed after an audit. The specific details on the invoice record type can be found on page 3.

If you have any questions about interpreting the record schedule, or any other records management questions, please do not hesitate to ask.

Thank you,

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