

# Maintaining Financial Records

## Directions:

1. Your instructor will divide the class into four groups and assign one of the timeframes in which financial records should be kept: permanently, three to seven years, one year, one month.
2. Research the records and proper method of maintaining financial records for the timeframe your group was assigned.
3. Using your research, create a Microsoft® PowerPoint® presentation to detail your findings.
4. Presentations should include a title slide as well a citation slide listing all sources used.
5. Share your findings with the class.