

# BURR BUSINESS SERVICE

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## ***As of Tax Year 2017***

### **Record Retention**

In accordance with our firm's current document retention policy, we will retain our work papers and your tax returns for three (3) years. We will provide you with a copy of the depreciation schedules and tax return and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard copying fees. All of your original records will be returned to you. Physical deterioration or catastrophic events may shorten the time during which our records will be available. The work paper and files of our firm are not a substitute for your original records, which you should retain. It is agreed and understood that in connection with the performance of this engagement by Burr Business Service that the work papers prepared by us shall remain the property of Burr Business Service.