

FILE NAME: Kubota (KUB)

DATE: 0000

DOC#: KUB012

DOCUMENT DESCRIPTION: Document Retention 1-8 Kubota PMK

Text of the Document Preservation Rules [Current version]

Article. 1 (Purpose)

This provision stipulates document handling methods related to filing, safekeeping and preservation, with the aim of achieving quick and safe paperwork of official documents.

Article. 2 (Applying Provision)

All documents should be subject to requirements stipulated in laws and regulations. In principle, internal documents should be filed, preserved and disposed of pursuant to this provision.

Article. 3 (Rule for Dispersed Filing)

Filing and preservation of documents should be managed according to division and section as a general rule.

Article. 4 (Length of Document Preservation)

Documents are categorized according to the following preservation periods:

① Permanent preservation ② 10-year preservation ③ 5-year preservation ④ 3-year preservation ⑤ 1-year preservation

Article. 5 (Table for Limits of Document Preservation)

Each document preservation period is in accordance with the appendix, "Table for Limits of Document Preservation". The table is used as stated below.

1. The preservation period of a document listed in the "Table for Limits of Document Preservation" should be decided based on the data in the said table.

2. The preservation period of a document unlisted in the "Table for Limits of Document Preservation" should be decided by the head of each division/section on the analogy of similar documents to the said table.

Article. 6 (Start of Document Preservation)

The starting day of the document preservation period is the day after the last day of the business year of completing the paperwork related to the document (April 1 or October 1 every year). Completing the paperwork indicates the following cases:

1. A circular to obtain managerial permission—when closing entries are processed

2. Account book—when closing the books
3. Contract—when the contract term ends upon maturity or cancellation

Article. 7 (Disposition of Documents after the End of the Preservation Period)

Documents that are preserved over the periods stipulated in this provision should be periodically disposed.

However, confidential documents should be responsibly disposed of through shredding or burning

Supplementary provisions

Article. 8 (Effect)

This provision will be effected from August 1, 2001.

"Table for Limits of Document Preservation"

- ◆ Marketing Department
- ◆ Manufacturing & Production Control Department
- ◆ Secretarial & Public Relations Department

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Document Titles	Years	Condition	Paper	Electronic	Remarks
Market research	1		☐		
Sales planning	0		☐		
Inquiry/estimation	0	Disposed of after use	☐		cases shall be preserved.
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
	0	Same as above	☐		
Operations dept. meeting	1		☐		
Negotiation for contract	0		☐		
	0		☐		
		(if important)			
After agreement on contract	7	10	☐		
	7	10	☐		
	7	10	☐		
	7	10	☐		
	7	10	☐		
	7	10	☐		
	7	10	☐		
	7	10	☐		
	7	10	☐		
Production-related instruction	5		☐		
	5		☐		
	3		☐		
	0		☐		
	5		☐		
	5		☐		
Collection	7		☐		Revised in July 20
	7		☐		Revised in July 20
	1		☐		
	1		☐		
Sales reports and statistics for internal use	0		☐		
	0		☐		
	1		☐		
	1		☐		
	0		☐		

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	Comparative table of due receivables and actual amounts collected	0		☐	
	Summary table of contract amounts by product	3		☐	
	Various sales reports	1		☐	
			(If important)		
Sales reports for external organizations	Documents submitted to relevant authorities and related organizations (copy)	1	10	☐	
	Documents relating to request for registration for bidding	1	10	☐	
Special agent management	Special agent contract	7	After agent contract termination	☐	Revised in July 201
	Letter of attorney (copy) (relating to sales agent)	1	Same as above	☐	

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Production management	Document titles	Years	Condition	Paper sector	Remarks
Product delivery	Production notice	1		☐	
	Delivery slip	10		☐	
	Delivery record book	10		☐	
	Basic product information book	10		☐	
	Packing list	5		☐	
	Invoice	7		☐	
	Goods delivery permission (copy)	7		☐	Revised in July 201
	Product delivery receipt	10	(Receipt)	☐	Revised in July
	Daily delivery amount record	0	Disposed of at the end of the term	☐	
	Plans regarding production, delivery, etc.	1		☐	
	Record of actual production, delivery, etc.	1		☐	
	Freight estimation and comparison of vendors	5		☐	
	Accident report	3		☐	
	Port shipment-related report for relevant authorities	1		☐	
Vehicle/ship arrangement	Delivery arrangement request	1		☐	
	Vehicle arrangement request	1		☐	
Transportation insurance contract	Insurance policy	7	After contract termination	☐	Revised in July 201
	Insurance contract acceptance certification	3	After contract termination	☐	
	Request for insurance payment	7		☐	Revised in July 201
	Delivery service contract	7	After contract termination	☐	Revised in July 201
Freight calculation	Freight estimation sheet	7		☐	Revised in July 201
	Book to record freight calculations made	5		☐	
	Notification of agreed freight	3		☐	
Handling of defective goods	Notice to return rejected goods	1		☐	
	Report of receipt of returned defective goods	1		☐	
	Book to record delivery of replacement goods	1	After closure of account	☐	
	Delivery receipt register book	1	After closure of account	☐	
	Daily report of returned defective goods	1		☐	

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Secretary/PR IS (Security Priority)	Document titles	Years	Condition	Paper	electron	Remarks
Board of directors	Meeting minutes	Permanently		☐		
	Appendixes	Permanently		☐		
Board of auditors	Meeting minutes	Permanently		☐		
	Appendixes	Permanently		☐		
General shareholders' meeting	Meeting minutes	Permanently		☐		
Directors	A set of documents relating to one matter		For lifetime	☐		
	List of directors with basic personal information	Permanently		☐		
	Appointment letter issuance book	Permanently		☐		
	Notification relating to secretaries	3		☐		
Press release, announcement	Materials for external announcements/reports	Permanently		☐	☐	
	Materials for announcements/reports relating to affiliate companies	Permanently		☐	☐	
Company history	A set of original materials regarding the company history in past 80 years	Permanently		☐		
	A set of original materials regarding the company history in past 90 years	Permanently		☐		
	A set of original materials regarding the company history in past 100 years	Permanently		☐		
In-house newsletters	Original copy of "My KUBOTA" (including "monthly KUBOTA")	Permanently		☐		
	Original materials for the above newsletter	1		☐		
	A set of photos used for the above newsletter	Permanently		☐		
	Editorial plan sheet for the above newsletter	1		☐		
	Original materials to compile "business policy" in the above newsletter	1		☐		
	Original materials to compile "semiannual progress" in the above newsletter	Permanently		☐		
PR magazine	Back numbers of "GLOBALINDEX"	Permanently		☐		(Vol. 1-7)

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Audit	Document titles	Years	Condition	Paper	electron	Remarks
Affiliate company activity/10011999						
	Audit plan sheet	7		○		
	Audit reports	7		○		
	Audit reports of affiliate companies	7		○		
	Balance sheets of affiliate companies	5		○		

Document Titles and Their Storage Years [Latest Version]

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Operations	Document titles	Years	Condition	Paper/electron	Remarks
Sales/purchase of real estates	Request for approval	5	After sales or disposal	○	
	Contracts	10	Same as above	○	
	Title certificates	0	Same as above	○	
	Certified copy of register	10	Same as above	○	
	Official approval for construction of the real estate	10	Same as above	○	
	Real estate ledger	5	Same as above	○	
	Agreement regarding land boundary	5	Same as above	○	
	Notification of construction (certificate of inspection completion)	0	Same as above	○	
	Approval for construction	0	Same as above	○	
	Estimation sheet	0	Same as above	○	
	Process schedule	1	After work completion	○	
	Design drawings	0	After disposal	○	
	Agreement regarding land boundary	0	After disposal	○	
	Design drawing with actual measurement	0	After disposal	○	
	Book to record acceptance of completed construction	10	After completion of construction	○	
Leasing of real estates/equipment	Request for approval	3	After contract termination	○	
	Contract	3	Same as above	○	
	Other related documents	3	Same as above	○	
Purchase of equipment	Estimation	0	After disposal	○	
	Contract	10	After completion of construction	○	
	Process schedule	1	After completion of construction	○	
	Design drawing	0	After disposal	○	
	Specification sheet	0	After disposal	○	
	Request for approval	5		○	
	Book to record acceptance of completed construction	10	After completion of disposal	○	
Non-life insurance	Request for approval	1	After contract expiration	○	
	Non-life insurance policy	1	After contract expiration	○	Continued preservation is required in some cases.
	Other insurance-related documents	1	After contract expiration	○	
Office supply	Supply purchase request	1		○	
	Invoice	1		○	
	Office supply provision slip	1		○	
Vehicle management	Daily driving report	1		○	
	Vehicle management book	7	During vehicle ownership	○	
Receiving/sending of mails	Order form for postage deferred payment mails	1		○	
	Receipt of registered/delivery-certified mails	1		○	
	Book to record receipt of special mails	1		○	
	Other related ledger	1		○	

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Privileged and Confidential /Draft	Document Title	Storage Years	Storage Method	Storage Location
Internal notification	Notification slip	1		○
Commercial registration	Notification of change in registered company information (copy)	Permanently		○
	Official copy of registration (certificate covering all latest information registered)	Permanently		○
				One copy for any revision
The construction industry law	Request for approval for construction business (copy)	Permanently		○
	Notification of change in registered business information (copy)	Permanently		○
	Notification of change regarding account settlement (copy)	Permanently		○
	List of registered construction engineers	1		○
Application for registration as supplier	Notification of qualification for registration	3	After termination of the period	○
	Receipt of application for registration as supplier	1	After termination of the period	○
	List of organizations to which applications for registration have been filed	1		○
	Appendixes to application for registration (copy)	1	After termination of the period	○
Golf course membership	Ledger of golf club membership	1	After disposal of membership	○
Leasing	Leasing contract for maintenance vehicles			
	Application form (for lump application) (copy)	1	After expiration	○
	Application for individual leasing contract of vehicles for company use	1	Same as above	○
Transportation of goods	Notification of use of goods outside the company	5		○
Membership to external organizations	Application for approval	1		○
	List of memberships to be reviewed	1		○
	Membership cards of various organizations	1	After withdrawal	○
Management of entry/exit of personnel	Gate entry/exit record	1		○
	Ledger of entry permission provided	3	After use	○
Patrolling	Daily security report	1		○
Fire prevention	Fire prevention plan		During operation of office	○
	Voluntary inspection report	3		○
	Fire drill plan	1		○
	Fire drill report	1		○
Traffic accident	Traffic accident report	5		○
	Report of traffic accident handling results	5		○
Others	List of telephone charges	1		○
	List of electricity use amount/charges	1		○
	List of gas use amount/charges	1		○
	List of water use amount/charges	1		○
	Electricity bill	1		○
	Gas bill	1		○
	Water bill	1		○

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Procedures relating to shareholders meeting	Announcement	Permanently		○	
	Invitation letters	Permanently		○	
	Reference materials	10		○	
	Letter of attorney	1		○	
	Letter for voting at general shareholders meeting	1		○	
	Notification of meeting resolution	Permanently		○	
	Business report	Permanently		○	
Dividend payment	Documents related to dividend payment and other matters	10		○	
	Book to record unpaid dividends	10		○	
Issuance of new shares	Announcement	Permanently		○	
	Prospectus	Permanently		○	
	A set of documents relating to capital increase or other issues	10		○	
	Documents relating to CB Issuance	5	After redemption	○	
UBOTA Fund	Application for membership	3		○	
	Detailed statement of attribute change	3		○	
	Request for withdrawal from membership	10		○	
	Request for recess	0	After presentation of restart request	○	
	Request for restart	1		○	
	Request for partial withdrawal	10		○	
	Detailed statement of ownership by member	10		○	

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HR/ Labor Management	Document Titles	Years	Condition	Paper/electronic	Remark
Employment	Documents regarding approved open positions for recruiting	5		☐	
	Request for travel cost payment	7		☐	
	List of examination results	Permanently		☐	
	List of successful candidates	Permanently		☐	
	Documents relating to employees	Permanently		☐	
	Request for permission for new employment				
	Employment contract				
	CV				
	Certificate of graduation				
	Certificate of school scores				
	Health examination results				
	Book to issue employee registration number	Permanently		☐	
	Ledger of employee's basic information	Permanently		☐	
	Employee list by employment year (regular recruitment)	Permanently		☐	
	A set of documents regarding each unsuccessful candidate	1		☐	
	Documents regarding educational visit to factory	1		☐	
	Documents regarding training program at factory	3		☐	
Attendance management	Documents relating to meeting with successful candidates	3		☐	
	Record of job interviews	5		☐	
	Record of interviews with employees regarding desired job posting	5		☐	
	Attendance record/time card	3		☐	
	Absent notice	3		☐	
	Request for special leave	3		☐	
	Request for annual paid leave	3		☐	
	Ledger of annual paid leave	3		☐	
	Request for irregular working hours	0	Disposed of in the following month	☐	
	Notice of attendance on holiday	0	Disposed of after holiday management process	☐	
Relocation/organizational change	Report of absence	1		☐	
	Job rank chart	Permanently		☐	All data after 2000 are in electronic form.
	Report regarding relocation within department/factory	1		☐	
	Request for approval for organizational change (original form used for approval)	Permanently		☐	
	Request for approval for change in duty division (original form used for approval)	Permanently		☐	
	Request for approval for relocation (original form used for approval)	5		☐	
	Announcement of organizational change	10		☐	
	Organizational chart	Permanently		☐	
	Request for approval for launch/extension/termination of project	Permanently		☐	
	Request for approval for establishment/change of committee	Permanently		☐	
Management of on-loan employees	Communication regarding long-term business trip	3		☐	
	Announcement of personal relocation	Permanently		☐	
	Original copy of rules and regulations regarding on-loan employees	Permanently		☐	
	Agreement on external assignment	Permanently		☐	

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Promotion	Original form of approval for promotion	Permanently	○		
Employee performance evaluation	Performance evaluation sheet for each employee	10	○	○	Electronic data available
	Request for employee performance evaluation	3	○		
	Documents relating to revision of evaluation rules	Permanently	○		
	Data of job-related request from employees	10	○	○	Electronic data available
Retirement and employment of retirees	Retirement notice	Permanently	○		
	Resignation letter	Permanently	○		
	Book of basic information of retirees	Permanently	○		
	Request for extension of employment of retirees	Permanently	○		
	Request for payment and other matters for employment of new retiree (regular retiree)	3	○		(Past data)
	(Request for approval for employment of retiree)				
	Documents relating to extension of retirement age	Permanently	○		
	Program for employment of retirees over 60				
	(Hatsuratsu Plan) Application form	Permanently	○		
Suspension of work	Personal survey results of employee on long leave	5	○		
	Doctor's certificate of employees on long leave	5	○		
	Materials of the long leave review committee	5	○		
	Personal survey report relating to long leave	5	○		
	Notice of long leave/request for returning to job	5	○		
Dismissal	Request for dismissal	Permanently	○		For authorities
	Notice of dismissal for corporate reorganization	Permanently	○		Same as above
	Materials regarding disciplinary dismissal	Permanently	○		
	Disciplinary committee report	Permanently	○		
	Notice of decision on termination of long leave	Permanently	○		
Disciplinary punishment	Documents relating to disciplinary committee	Permanently	○		
	Written apology/written pledge	Permanently	○		
Reward	Documents relating to various rewards	Permanently	○		
	Documents relating to reward committee	Permanently	○		
	Request for provision of various rewards	Permanently	○		
Payroll management	List of payroll by term	Permanently	○		
	Documents relating to approved open jobs for recruiting	10	○		
Holiday management	Leave schedule list	1	○		
	Documents relating to planned leave schedule of the year	1	○		
	Change in leave schedule (past trend)	Permanently	○		
Education program at domestic schools	Documents relating to sending employees to study at domestic school	3	○		
Conversion	Approval form for conversion test	Permanently	○		

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	Document for screening of conversion candidates	Permanently	☐	
Employment of fulltime technical employee	List of employed technical staff	3	☐	
	Employment permission notice (sales office/factory)	3	☐	
Report to authorities	Report of registered business operations	Permanently	☐	
	Report of new/revised workplace rules	Permanently	☐	
	Report of agreement on overtime work	Permanently	☐	
	Request for permission for exclusion from workplace rules of employees engaged in intermittent work	Permanently	☐	
	Request for permission for exclusion from dismissal notice rule	Permanently	☐	
	Request for permission for exclusion from rules regarding simultaneous rest taking	Permanently	☐	(Past cases)
	Report of implementation of one-year program of irregular working hours	Permanently	☐	
Documents relating to external organizations	Request for permission to assume a role at external organization	3	☐	
	Request for permission for external announcement	3	☐	
Labor-related laws	Materials relating to legal cases	Permanently	☐	
Labor agreement/workplace rules	Original copy of revised labor agreement	Permanently	☐	
	Original copy of revised workplace rules	Permanently	☐	
	Record of past revisions of workplace rules/labor agreement	Permanently	☐	
	Former rules relating to personal management	Permanently	☐	
Labor union	Report of labor union activity	1	☐	
	Agreement	Permanently	☐	
	List of directors of labor union	Permanently	☐	
	Minutes of labor-management meeting	Permanently	☐	
	Documents relating to specialized committees	Permanently	☐	
Events	A set of documents regarding each memorial ceremony for the deceased	Permanently	☐	
	Documents relating to company's anniversary event classified by year	Permanently	☐	
	Documents regarding other commemorative events	Permanently	☐	
	Events at the end/beginning of the year	3	☐	
Materials such as salary statistics	Statistics/report within factory	5	☐	
	Salary analysis results	5	☐	
	Salary survey sheet	5	☐	
	Reports for external organizations	5	☐	
	Statistics summaries	Permanently	☐	
	Survey results relating to salary	3	☐	
Calculation of compensation	Request for payment of family allowance	3	☐	
	Request for credit exemption for dependent	7	☐	
	Compensation management ledger	7	☐	
	Data entry check list	1	☐	

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	Withholding slip	7							
	Notice of special collection of municipal tax	5							
	Notice of change in municipal tax amount	5							
	Report of attribute change relating to municipal taxation	5							
	Compensation-related receipt	3							
	Request to specify method to receive salary and bonus	1							
	Request for housing allowance (payment/termination)	3							
	Documents relating to tax deduction	3							
	Documents relating to salary payment	7							
	Summary of salary amount by item	7							
	Detailed record of unpaid salary	3							
	Request for payment of transportation fees for commutation	3							
	Document relating to commutation using personal cars	3							
	Tax table for year-end adjustment	7							
	Summary sheet of tax withholding certificate, Income tax certificate and other such official certificates	7							
	Municipal tax payment notification	7							
	Income tax payment notification	7							
	Request for tax deduction for insurance fees	7							
	Request for tax deduction for spouse	7							
	Year-end tax adjustment amount notification (incl. correction of year-end adjustment and tax adjustment for non-Japanese when leaving Japan)	7							
Pay raise	Regular salary raise table	3							
	Notification of determined increase in basic salary	3							
	Documents relating to pay raise	3							
Bonus	Documents relating to bonus	0.5							
	Report of bonus negotiation result	7							
	Notice of bonus amount determined	3							
	Request for approval for bonus payment	3							
	Documents relating to bonus payment	7							
Retirement allowance	Calculation statement of retirement allowance	10							
	Receipt of retirement allowance	10							
	Report of budget used for retirement allowance payment	3							
Social security (health insurance, employee pension plan, employee pension fund)	Notification of entry/withdrawal from insurance program	Permanently							
	Notification of calculation base salary (change in monthly amount)	Permanently							
	Notification of revision of additional monthly salary amount for pension calculation	Permanently							
	Record book of the insured	Permanently							
	Calculation statement of social security fees	2							
	Summary statement of social security fee payment by item	2							
	(Health insurance, nursing insurance) insurance fee calculation statement	2							
	(Health insurance, nursing insurance) payment notice	2							
	(Employee pension) payment notice	2							
	(Employee pension fund) notice of exempt amount for maternity leave	2							

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	and notice of payment after exemption				
Additional insurance (Nippon Life Insurance related)	Contract application	3	After contract expiration	○	
	Correspondence at the time of invitation	3	After contract expiration	○	
	Notice of insurance fee remittance	5		○	
	Insurance fee bill	5		○	
	Documents relating to dividend	5		○	
	Detailed statement of attribute change	5		○	
Life Insurance	Group contract confirmation statement	1		○	
	General statement regarding payment	5		○	
Employment Insurance	Notification of insurance qualification and other matters	4		○	
	Notice of confirmation of withdrawal from insurance program	4		○	
	Notice of acceptance of new insurance program member	4		○	
	Notification of relocation	4		○	
	Receipt of various change notifications	4		○	
	Certificate of designation (employer's copy)	Permanently		○	
	Certificate of monthly salary amount at age of 60 (employer's copy)	7		○	
	Notice of designated date for application for allowance for senior employee	7		○	
	Certificate of monthly salary at commencement of (childcare) leave (employer's copy)	4		○	
	Notice of date for application for childcare leave allowance	4		○	
	Calculation statement of employment insurance fee	2		○	
Asset-building program	Notification of attribute change relating to asset-building programs for housing/pension	2		○	
	A set of documents for each program member (notification form, etc.)	5	From the time of cancellation	○	
Company house/dormitory	Construction-related material	Permanently		○	
	Company house/dormitory management	5		○	Relating to payment/collection
	Documents relating to acquisition of company house/dormitory	10		○	
	Application for residence	1		○	
	Report of new/leaving resident	1		○	
	List of residents	1	After closure of company house/dormitory	○	
	Contract for leasing/use of company house/dormitory	1	After resident leaves	○	
	List of dormitory staff members	3		○	
	Housing survey sheet	10		○	
	Housing construction plan	5		○	
	Long-term plan	5		○	
	Ledger of dormitory equipment	1	After closure of company house/dormitory	○	
	Charge collection list	3		○	Form 2
	Request for supply purchase	1		○	
	Dormitory superintendent's report (weekly report)	1		○	
	Notification of withdrawal	1		○	
	Leasing contract of housing for employees	1	After resident leaves	○	
	Commission contract	1	After closure of company house/dormitory	○	Management, food service, etc.
	Request to extend period for residence in company housing, etc.	1	After resident leaves	○	
	Request for change regarding allowance payment to dormitory superintendent	Permanently		○	

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Housing loan	Documents relating to housing fund management	10			
	Application for housing	10			
	Notification of attribute change relating to housing	1			
	Report of housing management status	1			
	Detailed statement regarding payment of housing loan	1			
	Documents relating to loan for personal housing construction	10			
	Management of personal housing	10			
	Notice of approval for loan for personal housing	5			
	Detailed statement regarding payment of personal housing loan	1			
	Report of attribute change regarding personal housing	1			
Family support	Management of fund for housing construction	10			
	Request for money (gift) for employees on long leave	5			
	Notification of provision of money (gift) for employee on long leave	5			
	Application for home helper service	1			
	Home helper report	1			
Scholarship students	Attendance report of home helper	1			
	A set of documents for each scholarship student	Permanently			
	Book of basic information of scholarship students	Permanently			
Congratulations and condolences					
	Request for provision of congratulation/condolence money	3			
	Request for money (gift) for employee damaged by disaster	3			
Welfare	Application for allowance for family of employee whose death cause is not related to job	3			
	Commission contract	1	Shop, etc.		
	Request for welfare fund	3			
	List of welfare loan provision/collection by employee	3			
Culture and sports	Welfare fund management report	1			
	Documents relating to Central Culture & Sports	3			
	Events relating to Central Culture & Sports	3			
	Documents regarding cultural/sports programs at sales office	3			
Meal service	Cultural/sports events at sales office	3			
	Meal service outsourcing contract	3			
	Detailed statement of meal service fee payment	3			
	Summary list of fund for meal service	3			
	Meal service daily report	1			
Others	Menu committee materials	1			
	Risk management measures	3			

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Document Titles and Their Storage Years [Latest Version]

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Education	Document titles	Years	Condition	Paper	Electronic	Remark
Various education programs	Education plans	3		☐		
	Report of education plans implemented	3		☐		
	Original copy of education textbooks	3		☐		
	Education-related materials	3		☐		
Skill test	List of testees	3		☐		
	List of successful testees	Permanently		☐	☐	Stored in "Person"
	Skill test plan	3		☐		
	Skill test committee member list	3		☐		
	Commission contract (leasing of venue)	3		☐		

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Document Title	Document Title (J/ES)	Years	Conditions	Paper	Electronic	Remark
Human right education						
Education	Issues of social integration within company, etc.					
	Human right education program plan	10		○	○	
	Report of human right education program implemented	10		○	○	
	Report of human right education program implemented (in detail)	3		○		
	Osaka Labor Bureau/Osaka Prefecture: fair employment screening					
	Report of change of the human right education promotion committee member	5		○		
Sexual harassment	Sexual harassment, etc.					
	List of the countermeasure committee members	5		○	○	
	Record of countermeasure committee meetings	5		○		
	Consultation room for women: member list	5		○	○	
	Consultation room for women: consultation record	5		○		

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Marketing	Document titles	Years	Condition	Paper/electron	Remark
Products	Newspapers/magazines with advertisement of the company	5		☐	
	Printings (catalogs, posters, calendars)	5		☐	
	PR magazine (first edition)	Permanently		☐	
	Advertisement tools	1		☐	
List, ledger, etc.	Advertisement cost plan list by term (first/second)	5		☐	
	Request for creation of advertisement goods	5		☐	
	Order sheet (copy)/detailed receipt	5		☐	
	List for advertisement cost management (plan vs. actual)	5		☐	
Various materials	Documents relating to company image survey	5		☐	
	Estimation sheet	5		☐	
	Contract	5	After program termination	☐	

Document Titles and Their Storage Years [Latest Version]

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Management	Document titles	Years	Condition	Paper/electronic	Remarks
Created by operations dept.	Profit & loss statement by machine type and appendixes	5		☐	
	Profit & loss statement by machine type (plan)	1		☐	
	Balance sheet by operations section	5		☐	
	Balance sheet by operations section (plan)	1		☐	
	Mid-term plan	5		☐	
	Status report of equipment accepted	3		☐	
	Materials for advisory council	10			
	Materials for strategy meeting	10			
Created by business planning dept.	Profit & loss statement by machine type	Permanently		☐	
	Profit and loss statement by machine type (plan)	1		☐	
	Summary of balance sheet by operations section	Permanently		☐	
	Summary of balance sheet by operations section (plan)	1		☐	
	Materials regarding business performance scores	Permanently			
Created by business management dept.	Order status sheet	5			
	Plan/actual comparison sheet (production, delivery, stock, profit & loss)	5		☐	
	Past order result table	Permanently			
	Past result table (production, delivery, stock, profit & loss)	Permanently		☐	
	Annual plant investment plan (company-wide chart)	5		☐	
	Annual plant investment made (company-wide chart)	5	Company-wide chart	☐	
	Committee materials	10			
	Strategy meeting materials	10			
Request forms, notices, etc.	Request relating to calculation systems	0		☐	Disposed of after expiration
	Request for approval for long-term contract	3		☐	
	Screening materials for reward provision applications	3		☐	
	Request for approval (equipment)	5		☐	
	Request for approval (costs)	3		☐	

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Account type	Document title	Years	Condition	Paper/electronic	Statement
Basic documents	General account ledger	10		☐	
	Supplemental ledger	10		☐	
	Estimation table	1		☐	
	General statement of salary payment	7		☐	Revised in July 200
	Detailed statement of social security fees	7		☐	Revised in July 200
	Other materials relating to salary payment	7		☐	Revised in July 200
	Detailed statement of direct sales costs	5	Separately for head office and branch offices	☐	
	Detailed statement of sales costs and general management costs	5	Separately for head office and branch offices	☐	
	Detailed statement of cost allocation	5		☐	
	Original inventory slip	7		☐	Revised in July 200
	Inventory slip	10		☐	
	Deposit receipt	7		☐	Revised in July 200
Financial statement by office	Balance sheet	10		☐	
	Profit & loss statement	10		☐	
	Profit & loss statement by team/machine type	10		☐	
	Manufacturing cost calculation sheet	10		☐	
	Statement of fixed asset increase/decrease	10		☐	
	Detailed statement of sales & general management costs	10		☐	
	Detailed statement of inventory	10		☐	
	Detailed statement of account balance	10		☐	
General financial statements	Balance sheet	Permanently		☐	
	Profit & loss statement	Permanently		☐	
	Profit & loss statement by team/machine type	Permanently		☐	
Account settlement	Financial statements after account settlement	Permanently		☐	
	Explanation materials for account settlement results	10		☐	
	Materials relating to account settlement	10		☐	
	Business report	Permanently		☐	
	Asset securities report	Permanently		☐	
Taxation	Corporate tax report	10		☐	
	Materials for corporate tax return	10		☐	
	Calculation sheet for municipal tax return	10	Business tax, corporate inhabitant tax	☐	
	Notice of approval for revised corporate tax or other tax return	10		☐	
	Materials prepared for investigation by Regional Taxation Bureaus	5		☐	
	Certificate of tax payment	5		☐	
	Form for fixed asset tax return	10		☐	
	Materials for fixed asset tax return	7		☐	Revised in July 200
	Payment record	5		☐	
Payables/payment	Receipt	10		☐	
	Detailed receipts by account/account item	10		☐	

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	Receivable balance sheet	10		☐	
	Reply to request to confirm receivable balance	7		☐	Revised in July 2004
	Receipt and other evidence	10		☐	
	Business trip report	7	Settlement of advance payment	☐	Only as a reference for ANDYS Revised in July 2004
	Detailed list of travel expense payment required	7	One-day trip	☐	Same as above
	Slip issuance ledger	5	Stored by responsible section/dept.	☐	
	Payment bill mailing slip	1		☐	

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Document Titles and Their Storage Years [Latest Version]

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Receivable/advance money	Bill issuance book	3	After closure	○	
	Payment receipt slip	10		○	
	Receipt issuance book	10		○	
	Book to record issuance of receipt with company stamp	10		○	
	Certificate of payment	5		○	
	Book to record issuance of request letter for bank remittance	Permanently		○	
	Detailed delivery statement (invoice)	7		○	Revised in July 200
	Sales calculation sheet	10		○	
	Receivable/advance money balance sheet	10		○	
	Certificate of balance	7		○	
	Certificate issuance book	5		○	Revised in July 200
	List to adjust balance amount confirmed	7		○	Revised in July 200
	Sales incentive ledger	10	Deleted statement	○	
	Sales commission fee ledger	10	Deleted statement	○	
	Dishonored bill balance chart	10		○	
	Detailed statement of payment received	2		○	
Cash payment/receipt	Cash payment/receipt ledger	10		○	
In-house savings deposit	In-house savings deposit balance sheet	10		○	Abolished in March 2000
	Deposit ledger	10		○	
	Report of tax-exempt savings	10		○	
	Application for tax-exempt savings	10		○	
	Report of attribute change regarding tax-exempt savings	10		○	
	Request for cancellation of tax-exempt savings	10		○	
	Application to select taxation method for in-house savings interest	10		○	
	In-house savings deposit transaction slip	10		○	
	Book to record application for in-house savings deposit	10		○	
	Registration book of stamps for in-house savings deposit	10		○	
	Monthly report of in-house savings deposit	10		○	
Receipt	Receipt	10		○	
	Cash payment/receipt slip	10		○	
	Bank deposit/withdrawal record book	10		○	
	Book to record returned bills	5		○	
	Receipt of mailed bills	5		○	
	Copy of issued receipt	10		○	
	Book to record issuance of receipt	10		○	
Bank account deposit/withdrawal	Current account transaction book	10		○	
	Ordinary account transaction book	10		○	
	Time deposit transaction book	10		○	
	Term deposit transaction book	10		○	
	Postal deposit transaction book	10		○	
	Tax payment reserve transaction book	10		○	
	Record of check book issuance	10		○	

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Remittance record book	10		☐	
Receipt of deposit for remittance	10	Detailed statement of remittance 原込明細書	☐	
Detailed record of bank remittance by factory	5		☐	
Current account deposit transaction record book	10		☐	
Monthly account report	10		☐	
Bank deposit balance sheet	3		☐	
Detailed statement of term deposit	3		☐	

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Document Titles and Their Storage Years [Latest Version]

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Payment/receipt of cash in small amount	Book to record payment/receipt of cash in small amount	10			
	Statement of cash payment/receipt in small amount	10			
	Transaction record book (for bank)	10			
Securities	Contract	10			
	Business report of each brand, invitation	5			
	History file by brand	10	After closure		
	Ledger of securities deposited to special agent	7			Revised in July 200
	Ledger of securities deposited to special agent	10	After closure		
	Evidence relating to securities	10			
	Deposit receipt copy	10	After closure		
Bill receivable management	Book to record bills receivable transaction	10			
	Mailing slip of bill receivable	10			
	Detailed statement of bills receivable	10			
	Request for collection bill	10			
	Request for discounted bill	10			
	Book to record discounted bill transaction	10			
	Detailed statement of bill receivable settlement	10			
	Detailed list of dishonored bill	5			
	Detailed statement of dishonored bill	7			Revised in July 200
	Detailed list of cashed bill payable	10			
Bills for payment	Book to record bill payable transaction	10			
	List of balance of bill payable	10			
	Statement regarding settlement of bills payable (by account)	10			
	Copy of promissory note issued	10			
Bank	Basic business agreement	Permanently			
	Discount rate calculation sheet	10			
	Commission charge calculation sheet	10			
	Evidence and other important documents related to bank	10			
Loan	Loan ledger	7			Revised in July 200
	Evidence and other important documents related to loan	10			
Debt	Debt ledger	10			
	Receipt of bill as collateral	10			
	Debt calculation sheet	10			
	Evidence and other important documents related to debt	10			
Guarantee	Debt guarantee ledger	10			
	Guarantee charge bill copy	10			
	Evidence and other important documents related to guarantee	10			
Special agent guarantee	Ledger of deposited guarantee money	10			

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	Deposit bill copy	10		☐	
Interest of dishonored bill	Interest balance sheet	10		☐	
	Interest calculation sheet	10		☐	
				☐	
Others	Account code list	Permanently		☐	
	Application for registration of stamp for payment collection	Permanently		☐	
	Stamp registration book	Permanently		☐	
	Report of lost stamp registration card	Permanently		☐	
	Report of change in stamp ownership or other matters	Permanently		☐	

Document Titles and Their Storage Years [Latest Version]

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Corporate bond	Corporate bond ledger	Permanently		☐	
	Receipt of principal and interest money	10		☐	
	Coupon	10	Until redemption	☐	
	Expired corporate bonds	10	Redeemed/converted bonds, etc.	☐	
	A set of documents relating to corporate bond issuance	10		☐	
Financing subsidiary company	Contract, account book, etc.	10	After closure	☐	
Foreign exchange	Contract slip (copy)	10		☐	
	Used L/C	2		☐	
	Export bill purchase record	2		☐	
	Export draft	1		☐	
	Money transfer note	5		☐	
Raw material/stored goods inventory	Receipt bill	10		☐	
	Receipt/delivery bill	7		☐	Revised in July 201
	In-house transfer slip	7		☐	Revised in July 201
	Shortage report	7		☐	Revised in July 201
	Record of received goods	7	Goods generated within the company	☐	Revised in July 201
	Dissolution daily report	7		☐	Revised in July 201
	Collection price list	3		☐	
	Monthly material report	3		☐	
	Request for disposal/sales	7	Same for product/fixed assets	☐	Revised in July 201
Product inventory	Notice of successful inspection results	7	fixed asset	☐	Revised in July 201
	Production result statement	7		☐	Revised in July 201
	Delivery bill	10		☐	
	Product ledger	10		☐	
	Packing list	7		☐	Revised in July 201
Fixed asset	Receipt bill	10		☐	
	Fixed asset ledger	10		☐	
	Notice of attribute change regarding fixed asset	7		☐	Revised in July 201
Cost calculation	Detailed list of materials costs	7		☐	Revised in July 201
	Detailed list of labor costs	7		☐	Revised in July 201
	Detailed cost lists	7		☐	Revised in July 201
	Materials for cost calculation	7		☐	Revised in July 201
	Indirect cost allocation list	7		☐	Revised in July 201

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Legal Affairs	Document Titles	Years	Condition	Paper/electron	Remarks
Lawsuit	Documents related to lawsuit cases	3	After settlement	○	
	Request for approval for hiring lawyer for lawsuit	3	After settlement	○	
	Notarial documents, contents-certified mail, etc.	3	After settlement	○	
Overseas non-life insurance	Insurance policy	10		○	
	Request for approval	10		○	
	Other related documents	10		○	
Security export control	Documents related to security export control	5		○	
Introduction/provision of technologies	Contract for technology introduction	1	After contract expiration	○	
	Contract for technology provision	1	After contract expiration	○	
	Report relating to tax treaty	1	After expiration of base contract	○	
	Report to Bank of Japan	1	Same as above	○	
Trade insurance	Document related to trade insurance	5		○	
Receivable management	Receivable balance sheet	10		○	
	Detailed report of unrecovered receivable	5		○	
	Request for approval for disposal of bad loan	5		○	
	Report of bad loan and recovery status	5		○	
	Request for credit investigation	3		○	
	Credit investigation report	3		○	
	Credit rating list	5		○	
Special agents/dealers	Special sales agency contract	1	After contract expiration	○	
	Mortgage settlement contract	1	Same as above	○	
	Request for special sales agent contract	1	Same as above	○	
	Hypothecation letter	1	Same as above	○	
	Collateral contract, securities/pledge right settlement contract	1	Same as above	○	
	A set of document for each case of special agent/dealer contract signing	1	Same as above	○	
	Sales dealer contract	1	Same as above	○	
	Commercial trade basic contract	1	Same as above	○	
	Application for concluding fixed collateral settlement contract	1	Same as above	○	
	Application for concluding commercial trade basic contract	1	Same as above	○	
	Request for issuance of letter of attorney	1	Same as above	○	
	regarding dealer contract (new/renewal)	1	Same as above	○	
	Request for permission to return collateral	1	Same as above	○	
	Request for redemption of promissory bill	1	Same as above	○	
Company stamp	Request for company stamp	3		○	
	Request slip for issuance of letter of attorney	3		○	

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Database Development	Document Titles	Years	Condition	Paper	electronic	Remarks
	Request for permission to purchase small database creation tool (equipment/software)	5		☐		
	List of above items purchased	3		☐	☐	
	Mid-term plan of database development request at operations dept.	3		☐		

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Affiliate business		Document title	Years	Condition	Paper/electronic	Remark
Affiliate company management guideline related documents		Application (capital increase, merger, business transfer, capital decrease, dissolution, liquidation, establishment of subsidiary, etc., launch of new business, entry in new market	Permanently		☐	
		Application (other than above)	5		☐	
		Notification of agreed issues	5		☐	
		Various reports	5		☐	

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Document Title	Storage Years	Condition	File/Section	Remarks
Request/order of material				
Order sheet (copy)	7		○	Revised in July 200
Estimation sheet	7		○	Revised in July 200
Estimation comparison sheet/report of reasons for supplier selection	7		○	Revised in July 200
Order confirmation sheet/sales contract	10		○	
Basic contract	10	After business termination	○	
Payment				
Request for special payment/advance payment	3		○	
Supplier management				
Supplier list	1	After business termination	○	
List of suppliers to which "Request sheet" has been sent	2	Need to be updated semiannually	○	
Receipt of purchased goods				
Invoice/delivery card	7		○	Revised in July 200
Report of defective goods	7		○	Revised in July 200
List of delivered goods by supplier by account item	10		○	Can be stored at accounting dept. as well
Material ledger	10		○	Can be stored at accounting dept. as well
Storage of stored good				
Inventory sheet	7		○	Can be stored at accounting dept. as well
Deposit receipt	7		○	Revised in July 200
Discharging				
Discharging slip, etc.	7		○	Revised in July 200
List of material (paid, free of charge) discharged	7		○	Revised in July 200
Receipt of supplied material (paid, free of charge)	7		○	Revised in July 200
In-house transfer				
In-house transfer bill	5		○	
Disposal of unnecessary goods				
Unnecessary good list/estimation sheet	5	Can be stored at other section as well	○	
Request for approval for disposal/sales	5	Can be stored at other section as well	○	

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Health management	Document titles	Years	Condition	Papelectro	Remarks
Health insurance	Report of standard monthly salary for insurance fee calculation	3		○	
	Notification of revised standard salary for insurance fee calculation	3		○	
	Certificate of health insurance program membership	3	(The insured)	○	
	Certificate of withdrawal from health insurance program	3	(The insured)	○	
	Notification of approved health insurance coverage for dependent	3		○	
	Application for exemption of insurance fee during childcare leave (copy)	3		○	
Health management	Medical treatment chart	5		○	
	Medical examination chart (employees on overseas assignment and accompanying family)	5		○	
	Medical certificate (for company use)	5		○	
	Electrocardiogram	5		○	
	X-ray film	5		○	
	Management form for hazardous industrial wastes designated by law	5		○	
	Medical examination result statement	5		○	
	Medical examination result at the time of employment	5		○	
	Record of health-related instructions provided	※	*during service	○	
	Record of instructions provided at employee's home (family)	※	*during service	○	

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Document Titles and Their Storage Years [Latest Version]

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Manufacturing Technology	Document Titles	Years	Condition	Repair factor	Remark
	Request for approval for budget for large-scale equipment	5		○	
	Request for approval for purchasing equipment	5		○	
	Request for approval for internal transfer of fixed asset	5		○	
	Request for general approval for plant investments	5		○	

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Environment/Security	Document Titles	Years	Condition	Replication	Remark
Safety and health	Safety and health news	Permanently		☐	
	Report of on-the-job injury case	10		☐	
	Monthly report of on-the-job injury cases	10		☐	
	Safety and health guideline	5		☐	
	Reward-related materials	3		☐	
	Workplace safety/health management plan	1		☐	
	Materials related to security patrolling	3		☐	
	Report of voluntary compensation money provided	5		☐	
	Meeting minutes	3		☐	
Road safety	List of drivers	Permanently		☐	
	Driver registration form	5		☐	
	Report of accident cases during commutation	3		☐	
Industrial injury insurance	Report of industrial injury insurance-related agreement concluded	3		☐	
	Notification of estimated/finalized insurance fee	3		☐	
	Notification of incremental insurance fee	3		☐	
	Summary list of finalized insurance fees	3		☐	
	Notification of commencement of a series of time-limited projects	3		☐	
	Report of a series of time-limited projects	3		☐	
	Report of appointment/dismissal of attorney	3		☐	
	Report of name/address change	3		☐	
Industrial Safety and Health Law	Ledger of works (time-limited projects) covered by industrial injury insurance	5		☐	
	Minutes of industrial safety and health committee meeting	3		☐	
	Environmental measurement record of workplace where organic solvent is used	3		☐	
	Evaluation results of environmental measurement of workplace where organic solvent is used	3		☐	
	Diagnosis report of each employee engaged in work using organic solvent	5		☐	
	Record of inspection results of sectional ventilation equipment for specified chemicals	3		☐	
	dust remover, gas emission processing equipment, and waste liquid processing equipment				
	Record of inspection results of specified chemical equipment and equipment attached to such equipment	3		☐	
	Environmental measurement results of workplace where specified chemicals are used	3		☐	30 years for hazardous substances designated by law
	Record of environmental measurement evaluation results of workplace where specified chemicals are used	3		☐	
	Record of manufacturing/handling of hazardous materials specified by law	30		☐	
	Health check card of each employee engaged in work using specified chemical substances, etc	5		☐	30 years for hazardous substances designated by law
	Record of environmental measurement workplace where lead is used	3		☐	
	Record of environmental measurement evaluation results of workplace where lead is used	3		☐	
	Health check card for each employee engaged in work using lead	5		☐	
	Measurement result regarding radiation exposure (dose equivalent)	5		☐	

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	Report at the time of accident	5		○	
	Radiation dose equivalent rate measurement results	5		○	
	Measurement record of radioactive substance concentration	5		○	
	Health check card for each employee regarding ionizing radiation exposure	5		○	
	Environmental measurement record of workplace with risk of oxygen shortage	3		○	
	Inspection record of sectional ventilation for dust and dust remover	3		○	
	(modification and repair involving dismantling)				
	Environmental measurement record of workplace where dust is generated	7		○	
	Environmental measurement evaluation result of workplace where dust is generated	7		○	
	Noise measurement results	3		○	
	Environmental measurement record of office	3		○	
	where centrally managed space-conditioning system is used				
	Inspection record of centrally managed space-conditioning system	3		○	
	Measurement records of temperature, humidity, etc.	3		○	
	Record of exceptional case of using cranes exceeding weight limit	3		○	
	Voluntary inspection form for cranes, and inspection records	3		○	
	Record of voluntary inspection of mobile cranes	3		○	
	Record of voluntary inspection of elevators	3		○	
	Record of voluntary inspection of simplified lifts	3		○	
	Personal health examination card	5		○	
	Regular health examination result report	5		○	
	Personal health examination card focusing on pneumoconiosis (medical chart)	7		○	
	Personal management card for pneumoconiosis	Permanently		○	
Environmental management	Environmental load evaluation sheet	3		○	
	List of requirements by laws and regulations	3		○	
	Record of report/notification according to laws and regulations	*	Until termination of the equipment	○	
	Record of measurement results according to laws and regulations, other requirements and voluntary standards	3		○	
	Record regarding industrial waste disposal	5		○	
	Record regarding education and training	3		○	
	Record of communication with external organizations, etc.	3		○	
	Record of environmental inspection by authorities	*	Until facility closure	○	
	Record of maintenance and modification of measurement instruments and equipment計測機器	3		○	
	Record of accident relating to environment	3		○	
	Record of corrective and preventive measures	3		○	
	Record of environmental audit	3		○	
	Minutes of environmental management review	3		○	
	Minutes of the environmental measurement committee meeting	3		○	
Others	Record of uniform leasing (working wear)	3		○	
	Record of uniform leasing (wear for office work)	5		○	

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Quality assurance	Document titles	Years	Condition	Paper	Electronic	Remark
	Materials regarding important quality issue	5		☐	☐	
	General material of serious complaints by term	5		☐	☐	
	Materials of the quality assurance dept. chief meeting	2		☐	☐	
	Materials of the QA department managers meeting	2		☐	☐	
	Record of complaints received	2		☐	☐	
	Summary list of quality costs	2		☐	☐	
	Materials of the PLP promotion manager meeting	5		☐	☐	
	Monthly quality report	2		☐	☐	
	In-house training material (QA related)	2		☐	☐	
	Collection of articles in KUBOTA TS Conference report	2		☐	☐	
	Record of status survey of QC Circle	5		☐	☐	
	Materials of the company-wide ISO promotion meeting	2		☐	☐	

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Document Titles and Their Storage Years [Latest Version]

07/11/27

Document Title	Years	Condition	Paper/Electro	Remarks
Applications/approval requests				
Request for approval for joint research work or outsourcing/commissioning of research work (copy)	3		○	
Request for approval for donating scholarship money (copy)	3		○	
Report of award by external organization (application/award won)	3		○	
Application for special theme	5		○	
Report of completed special theme	3		○	
Research plan				
Materials for technology strategy meeting/development meeting	Permanently		○	
Report of resources invested in R&D	7		○	
Report materials				
"Company-wide R&D status report" for the board of directors meeting	Permanently		○	
Materials for the R&D section manager meeting	5		○	
Materials for the directors' forum	5		○	
Materials for audit by auditors of the technology development headquarters	5		○	
Summary sheet of R&D themes	5		○	
Materials for technology strategy meeting/development meeting	5		○	
Materials for performance evaluation (development results)	7		○	
Materials for evaluation/approval of special theme project	5		○	
Research report				
Plan presentation sheet/suggestion sheet	5		○	
Technology research/technology analysis	5		○	
Publications				
Original copy of "KUBOTA technology report"	Permanently		○	
Collection of articles in all KUBOTA technology research presentation report	Permanently		○	
Collection of articles in technology development headquarters' research presentation meeting report	5		○	
Events				
Materials for technology development headquarters presentation meeting	3		○	
Materials related to technology/development awards	3		○	
Others				
Book to manage confidential information of the technology development headquarters	Permanently		○	

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Document Titles and Their Storage Years [Latest Version]

07/11/27

Intellectual property	Document titles	Years	Condition	Paper	electron	Remarks
	Application package for industrial property	20	As long as the right exist權利存続期間	☐	☐	Up to 20 years



文書保存規則本文【現行版】

第1条（目的）

この規程は、文書事務の迅速かつ確実な処理を図ることを目的として、文書の整理・保管・保存に

関する取扱いにつき規定する。

第2条（規程の適用）

すべての文書は、法規に定めによるが、社内文書は原則としてこの規程により整理・保存・廃棄する

ものとする。

第3条（分散整理の原則）

文書の整理・保存に関する管理は、原則としてそれぞれ各部課毎に行うものとする。

第4条（保存期間の種類）

文書の保存期間は次の5種に区分する。

- ①永久保存、②10年保存、③5年保存、④3年保存、⑤1年保存

第5条 (文書保存年限表)

文書の保存期間は、別表「文書保存年限一覧表」によるものとし、その適用の仕方は次による。

1. 当該文書名が文書保存年限一覧表に記載されているものは、当該保存年限とする。
2. 当該文書名が文書保存年限一覧表に記載されていないものは、文書保存年限一覧表の類似文書

から類推して各部課長が決定する。

第6条 (保存期間の起算)

文書保存期間の起算は、その処理完了事業年度終了の日の翌日（毎年4月1日または10月1日）

から起算する。なお処理完了とは次の状態をいう。

1. 稟議書 決裁内容が処理されたとき。
2. 帳簿 帳簿が閉鎖されたとき。
3. 契約書 満期または解約等契約内容が処理されたとき。

文書保存年限一覧表【現行版】

（経営企画部）	文 書 名	年 限	条 件	紙	電 子	備 考
市場調査	市場調査関係資料	1		○		
販売計画立案	販売計画関係書類	0		○		
引合・見積	見積照会書	0	用済後廃却	○		但し、特殊案件 については保存
	見積原稿	0	同上	○		
	見積図面	0	同上	○		
	製品予定重量表	0	同上	○		
	仕様書	0	同上	○		
	重量計算書	0	同上	○		
	見積依頼書	0	同上	○		
	見積書	0	同上	○		
	見積台帳	0	同上	○		
	照会受付簿	0	同上	○		
事業部会議	事業部会議資料	1		○		
受注交渉	見積結果連絡表	0		○		
	受注交渉関係書類	0		○		
			（重要なもの）			
受注決定	注文書	7	10	○		
	受注台帳	7	10	○		
	注文請書	7	10	○		
	見積原価表（原稿）	7	10	○		
	契約書	7	10	○		
	承認図面	7	10	○		
	その他受注関係資料	7	10	○		
	特約店別受注台帳	7	10	○		
	得意先別整理簿	7	10	○		
製作通知	製作通知	5		○		
	制作仕様書	5		○		
	製品発送請求書	3		○		
	製作通知送達簿	0		○		
	営業外注台帳	5		○		
	工事関係書類	5		○		
代金回収	請求書控	7	1	○		H16.7改定
	売掛金・前受金残高明細表	7		○		H16.7改定
	入金伝票営業控	1		○		
	信用調査関係書類	1		○		
社内営業諸表 並びに統計	受注日報	0		○		
	入金月報	0		○		
	見積実績表	1		○		
	受注予算対照表	1		○		
	月別入金実績表	0		○		
	入金予算対照表	0		○		
	製品別受注高集計表	3		○		
	各種営業報告	1		○		
			（重要なもの）			
営業社外諸報告	対官庁外団体提出書類（控）	1	10	○		
	指名願関係書類	1	10	○		
特約店商社管理	特約店契約書	7	契約解除後	○		H16.7改定
	委任状(写)（代理販売関係）	1	同上	○		

文書保存年限一覽表【現行版】

製造生産管理	文 書 名	年 限	条 件	紙	電子	備 考
製品納入	製作通知	1		○		
	出荷伝票	10		○		
	出荷台帳	10		○		
	製品元帳	10		○		
	積込明細書	5		○		
	送品通知書（送り状）	7		○		H16.7改定
	物品持出表（控）	7		○		H16.7改定
	物品領収書	10	（領収証）	○		
	出荷高日計表	0	期末廃棄	○		
	生産出荷等各種計画	1		○		
	生産出荷各種実績表	1		○		
	運賃見積及び比較決定書	5		○		
	事故発生報告書	3		○		
	対官庁港湾月報	1		○		
配車・配船	運送申込書	1		○		
	配車申込書	1		○		
運送保険契約	保険契約書	7	契約終了後	○		H16.7改定
	保険引受書	3	契約終了後	○		
	弁金請求書	7		○		H16.7改定
	運送契約書	7	契約終了後	○		H16.7改定
運賃計算	運賃見積書	7		○		H16.7改定
	運賃計算台帳	5		○		
	運賃決定書	3		○		
事故品取扱	不合格返却通知	1		○		
	不良品入荷通知	1		○		
	代納品台帳	1	帳簿閉鎖後	○		
	入荷品台帳	1	帳簿閉鎖後	○		
	不合格日報	1		○		

文書保存年限一覧表【現行版】

秘書・広報 （秘書広報部）	文 書 名	年 限	条 件	紙	電 子	備 考
取締役会	議事録	永		○		
	添付資料	永		○		
監査役会	議事録	永		○		
	添付資料	永		○		
株主総会	議事録	永		○		
役員関係	一件書類		経号	○		
	役員台帳	永		○		
	委嘱状発行簿	永		○		
	秘書告知	3		○		
社外発表・取材関係	社外発表資料	永		○	○	
	関連会社発表資料	永		○	○	
社史関連	80年史・元資料一式	永		○		
	90年史・元資料一式	永		○		
	100年史・元資料一式	永		○		
社内報	マイクボタ原本（クボタ月報を含む）	永		○		
	同上 元資料	1		○		
	同上 使用写真一式	永		○		
	同上 編集計画表	1		○		
	同上 「経営方針」元資料	1		○		
	同上 「半期のあゆみ」元資料	永		○		
PR誌	GLOBALINDEX バツカパー	永		○		(VOL.1～7)

文書保存年限一覽表【現行版】

監 査	文 書 名	年 限	条 件	紙	電 子	備 考
監査部（企業行動監査部）						
	監査計画書	7		○		
	監査報告書	7		○		
	関係会社監査報告書	7		○		
	関係会社貸借対照表	5		○		

文書保存年限一覧表【現行版】

業 務	文 書 名	年 限	条 件	紙	電 子	備 考
不動産の売買	稟議書	5	売却等処分後	○		
	契約書	10	同上	○		
	権利書	0	同上	○		
	登記簿謄本	10	同上	○		
	確認申請書	10	同上	○		
	不動産台帳	5	同上	○		
	不動産異動報告書	5	同上	○		
	竣工届（検査済証）	0	同上	○		
	建築許可書	0	同上	○		
	見積書	0	同上	○		
	工程表	1	工事完了後	○		
	設計図	0	処分済み後	○		
	境界協定書	0	処分済み後	○		
	実測図	0	処分済み後	○		
	工事完了受入仕訳帳	10	工事完了後	○		
不動産・設備の賃借	稟議書	3	解約後	○		
	契約書	3	同上	○		
	その他関係文書	3	同上	○		
設備購入	見積書	0	処分済み後	○		
	契約書	10	工事完了後	○		
	工程表	1	工事完了後	○		
	設計図	0	処分済み後	○		
	仕様書	0	処分済み後	○		
	稟議書	5		○		
	工事完了受入仕訳帳	10	工事完了後	○		
損害保険	稟議書	1	契約期間満了後	○		
	損害保険証書	1	契約期間満了後	○		但し、内容によっては継続して保管を要するものあり
	その他保険関係書類	1	契約期間満了後	○		
事務用消耗品	物品購入要求票	1		○		
	納品書	1		○		
	事務用消耗品出庫票	1		○		
自動車の管理	運転日誌	1		○		
	車両管理台帳	7	保有期間中	○		
郵便物の受信発信	後納郵便物差出票	1		○		
	書留・配達記録郵便物受領証	1		○		
	特殊郵便物受領簿	1		○		
	その他関係帳簿	1		○		
社内告知	告知票	1		○		
商業登記	変更登記申請書（写）	永		○		
	登記簿謄本（現在事項全部証明書）	永		○		変更登記の履歴1冊
建設業法	建設業許可申請書（写）	永		○		
	建設業変更届（写）	永		○		
	決算変更届（写）	永		○		
	工事技術者登録台帳	1		○		
指名願	資格決定通知書	3	期間終了後	○		
	指名願受付票	1	期間終了後	○		
	指名願提出先リスト	1		○		
	指名参加資格申請書添付書類（写）	1	期間終了後	○		
ゴルフ会員権	ゴルフ会員権管理台帳	1	会員権処分後	○		

文書保存年限一覧表【現行版】

リース	メンテナンス自動車リース契約				
	申請書（一括申請分）（写）	1	期間満了後	○	
	社用車リース個別契約申請書	1	同上	○	
物品搬入出	物品持出書	5		○	
加入団体	稟議書	1		○	
	加入団体見直し検討表	1		○	
	各種加入団体入会カード	1	退会後	○	
入出者の管理	入出門記録簿	1		○	
	入門許可証発行台帳	3	用済後	○	
巡 察	保安日誌	1		○	
防火管理	消防計画		事業所存続期間中	○	
	自主点検実施報告	3		○	
	消防訓練計画	1		○	
	消防訓練結果報告	1		○	
交 通	交通事故発生報告	5		○	
	交通災害事後処理報告	5		○	
その他	電話使用料一覧表	1		○	
	電力量一覧表	1		○	
	ガスメータ一覧表	1		○	
	水道量一覧表	1		○	
	電力検針票	1		○	
	ガス検針票	1		○	
	水道検針票	1		○	
株主総会関係業務	公 告	永		○	
	招集通知書	永		○	
	参考書類	10		○	
	委任状	1		○	
	株主総会議決権行使書	1		○	
	議決通知	永		○	
	事業報告書	永		○	
配当金支払業務	配当金支払関係その他の書類	10		○	
	配当金未払台帳	10		○	
新株式発行業務	公 告	永		○	
	目論見書	永		○	
	増資関係その他の一件書類	10		○	
	転換社債発行関係書類	5	償還後	○	
クボタファンド関係	入会申込書	3		○	
	異動明細書	3		○	
	退会届出書	10		○	
	休止申請書	0	再開申請提出後	○	
	再開申請書	1		○	
	一部引当申請書	10		○	
	会員別持分明細書	10		○	

文書保存年限一覽表【現行版】

人事労政 (人事労政部)	文 書 名	年 限	条 件	紙	電 子	備 考
採 用	採用枠決定資料	5		○		
	交通費請求書	7		○		
	試験成績一覽表	永		○		
	採用者決定表	永		○		
	従業員関係書類	永		○		
	採用伺					
	労働契約書					
	履歴書					
	学校卒業証明書					
	学校成績証明書					
	健康診断書					
	従業員番号発行簿	永		○		
	従業員台帳	永		○		
	定期採用年次別社員名簿	永		○		
	不採用者一件書類	1		○		
	工場見学関係書類	1		○		
	工場実習関係書類	3		○		
	内定者懇談会関係書類	3		○		
	採用面接記録票	5		○		
	配属面接記録票	5		○		
勤務状況	勤務表・タイムカード	3		○		
	欠勤届	3		○		
	特別休暇届	3		○		
	年次有給休暇届	3		○		
	年次有給休暇台帳	3		○		
	変則勤務届	0	翌月発表	○		
	休日出勤届	0	休日処理後発表	○		
	休務報告	1		○		
人事異動・組織変更	職制表	永		○	○	H12以降紙で電子化
	部内・工場内異動関係報告	1		○		
	組織変更申請（決裁原本）	永		○		
	業務分掌変更申請（決裁原本）	永		○		
	異動申請書（決裁原本）	5		○		
	組織変更告知	10		○		
	組織図	永		○		
	プロジェクト起案・延長・解散申請	永		○		
	委員会設置・変更申請	永		○		
	長期出張連絡表	3		○		
出向管理	人事異動告知	永		○		
	出向管理規程原本	永		○		
	出向覚書	永		○		
昇 格	昇格決裁原本	永		○		
人事考課	人事評価個人票	10		○	○	電子化
	人事評価申請書	3		○		
	人事考課改訂関係書類	永		○		
	人事申告データ	10		○	○	電子化
退職及び再雇用	退職届	永		○		
	退職願	永		○		
	退職者原簿	永		○		
	定年再雇用延長申請書	永		○		(過去分)
	新規定退再雇用者給与等申請書	3		○		
	(再雇用処遇伺)					
	定年延長関係書類	永		○		
	60歳以降の再雇用制度 (ハツラツプラン) 申請書	永		○		

文書保存年限一覧表【現行版】

休 職	長欠休職者個人調書	5	○	
	長欠休職者診断書	5	○	
	休職審議委員会資料	5	○	
	休職関係個人調書	5	○	
	休職通知・復職願	5	○	
解 雇	解雇申請書	永	○	対官庁用
	企業整備解雇通知	永	○	同 上
	懲戒解雇資料	永	○	
	懲戒委員会報告書	永	○	
	休職打切決定通知	永	○	
懲 戒	懲戒委員会関係書類	永	○	
	始末書誓約書	永	○	
褒 賞	各種表彰関係書類	永	○	
	褒賞委員会関係書類	永	○	
	各種表彰申請書	永	○	
委員管理	期別在籍人員表	永	○	
	採用人員枠関係書類	10	○	
休日管理	休日予定一覧表	1	○	
	年間休日予定計画関係書類	1	○	
	休日変更（時系列推移）	永	○	
国内留学	国内留学派遣関係書類	3	○	
			○	
転 用	転用試験決裁文書	永	○	
	転用選考書類	永	○	
正規技能社員登用	登用者一覧表	3	○	
	登用許可通知書（営業所・工場）	3	○	
対官庁報告	適用事業報告	永	○	
	就業規則作成変更届	永	○	
	時間外労働協定届	永	○	
	断続的労働に従事する者に対する	永	○	
	適用除外許可申請書	永	○	
	解雇予告除外認定申請書	永	○	
	一斉休憩除外許可申請書	永	○	（過表分）
	1年単位の変形労働時間制に 関する実施報告書	永	○	
外部団体関係資料	社外団体役職就任申請書	3	○	
	社外発表許可申請書	3	○	
労働法規	裁判関係資料	永	○	
労働協約・就業規則	労働協約改訂原本	永	○	
	就業規則改訂原本	永	○	
	就業規則・労働協約改訂変遷綴	永	○	
	人事関係旧規程集	永	○	
労働組合	労働組合活動届	1	○	
	協定書	永	○	
	労働組合役員名簿	永	○	
	労使協議会議事録	永	○	
	各種専門委員会関係書類	永	○	
行 事	物故者慰霊祭一件書類	永	○	
	年度別創業記念式典関係	永	○	
	その他記念式典関係	永	○	

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	年末年始行事	3		○	
給与統計等諸資料	工場内統計表・報告書	5		○	
	給与状況分析表	5		○	
	給与状況調査表	5		○	
	社外各種報告書	5		○	
	各種統計圧縮資料	永		○	
	給与関係調査資料	3		○	
賞金計算業務	家族手当支給申請書	3		○	
	扶養控除申請書	7		○	
	賞金台帳	7		○	
	入力チェックリスト	1		○	
	源泉徴収票	7		○	
	市町村民税特別徴収通知	5		○	
	市町村民税額変更通知	5		○	
	市町村民税異動届	5		○	
	給与関係領収書	3		○	
	給与及び賞与の受領方法申込書	1		○	
	住宅手当(支給・停止)申請書	3		○	
	諸控除関係書類	3		○	
	賞金支払い関係書類	7		○	
	給与明細集計表	7		○	
	未払給与明細簿	3		○	
	通勤交通費支給申請書	3		○	
	私有車通勤関係書類	3		○	
	年末調整税額表	7		○	
	源泉徴収票合計票・給与所得の				
	源泉徴収票等の法定調書合計表	7		○	
	市町村民税納付書	7		○	
	所得税納付書	7		○	
	保険料控除申告書	7		○	
	配偶者控除申告書	7		○	
	年末調整計算書	7		○	
	(含む再年調、出国時年調)				
昇給	定期昇給表	3		○	
	ペア決定通知	3		○	
	昇給関係資料	3		○	
賞与	賞与関係資料	0.5		○	
	賞与結果報告書	7		○	
	賞与決定通知書	3		○	
	賞与申請書	3		○	
	賞与支払関係書類	7		○	
退職金	退職金計算書	10		○	
	退職金領収証	10		○	
	退職金引当報告書	3		○	
社会保険(健康保険・厚生年金保険・厚生年金基金)	資格取得・喪失届	永		○	
	算定基礎(月額変更)届	永		○	
	加算給与月額改定届	永		○	
	被保険者台帳	永		○	
	社会保険料計算書	2		○	
	社会保険料支払明細書括表	2		○	
	(健康保険・介護保険)保険料算定原簿	2		○	
	(健康保険・介護保険)納入告知書	2		○	
	(厚生年金保険)納入告知書	2		○	
	(厚生年金基金)育児休業免除額及び	2		○	
	免除後の納入告知書				
組合せ保険 (日本生命簡保)	契約申込書	3	契約満了後	○	
	募集時往復文書	3	契約満了後	○	

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	保険金送金案内	5		○	
	保険金請求書	5		○	
	配当金関係	5		○	
	異動明細書	5		○	
生命保険	団体扱確認書	1		○	
	支払総括表	5		○	
雇用保険	資格取得等確認通知書	4		○	
	資格喪失届確認通知書	4		○	
	転入届受理通知書	4		○	
	転勤届	4		○	
	各種変更届確認通知書	4		○	
	離職証明書(事業主控)	永		○	
	60歳到達時賃金月額証明書(事業主控)	7		○	
	高齢者雇用継続給付支給申請日指定通知書	7		○	
	(育児休業開始時賃金月額証明書(事業主控)	4		○	
	育児休業給付支給申請日指定通知書	4		○	
	雇用保険料計算書	2		○	
財形	住宅・年金異動明細書	2		○	
	加入者一件書類(各種届出書等)	5	解約時より	○	
社宅・寮	建設関係資料	永		○	
	社宅・寮管理	5		○	入出金関係
	社宅・寮取得関係	10		○	
	入居申込書	1		○	
	入退居報告	1		○	
	入居者名簿	1	社宅寮閉鎖後	○	
	社宅寮使用賃借証書	1	退居後	○	
	寮勤務者名簿	3		○	
	住宅調書	10		○	
	住宅建設計画	5		○	
	長期計画	5		○	
	寮備品台帳	1	社宅寮閉鎖後	○	
	使用料徴収一覽表	3		○	様式2
	物品購入依頼	1		○	
	寮監日誌(週報)	1		○	
	退去届	1		○	
	借上社宅契約書	1	退居後	○	
	委託契約書	1	社宅寮閉鎖後	○	管理、給食等
	入居年限延長申請書	1	退居後	○	
	寮監手当支給変更申請書	永		○	
住宅貸付金	住宅資金管理関係	10		○	
	住宅申込書	10		○	
	住宅異動報告書	1		○	
	住宅運営状況報告	1		○	
	住宅貸付返済明細	1		○	
	個人住宅建設資金融資関係	10		○	
	個人住宅管理	10		○	
	個人住宅承認通知	5		○	
	個人住宅貸付返済明細	1		○	
	個人住宅異動報告	1		○	
	住宅建設資金管理	10		○	
家庭相談	長欠者見舞金申請書	5		○	
	長欠者見舞金通知書	5		○	
	ホ－ムヘルパー申込書	1		○	
	ホ－ムヘルパー報告書	1		○	
	ホ－ムヘルパー勤怠	1		○	
育英生	育英生一件書類	永		○	
	育英生台帳	永		○	

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慶 弔	慶弔見舞金支給申請書	3		○	
	災害見舞金支給申請	3		○	
	業務外死亡遺族補償金申請書	3		○	
福利厚生	委託契約書	1	売店等	○	
	厚生資金申請書	3		○	
	厚生資金個人別貸付徴収一覧表	3		○	
	厚生資金運営状況報告書	1		○	
文化体育	中央文化体育関係資料	3		○	
	中央文化体育関係行事	3		○	
	事業所文化体育関係資料	3		○	
	事業所文化体育関係行事	3		○	
給 食	給食委託契約書	3		○	
	給食費支払明細	3		○	
	給食資金集計表	3		○	
	給食日報	1		○	
	献立委員会資料	1		○	
その他	リスク管理対策	3		○	

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教 育	文 書 名	年 限	条 件	紙	電 子	備 考
（人事労政課）						
各種教育	各種教育計画	3		○		
	各種教育実施記録	3		○		
	教育テキスト原本	3		○		
	教育関係参考資料	3		○		
技能検定	受験者名簿	3		○		
	合格者名簿	永		○	○	パーソンに保存
	技能検定計画書	3		○		
	技能検定委員名簿	3		○		
	委託契約書（会場借用）	3		○		

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人権啓発 (人権啓発等)	文 書 名	年 限	条 件	紙	電 子	備 考
教育関係	企業内同和問題等					
	人権啓発研修実施計画書	10		○	○	
	人権啓発研修実施報告書	10		○	○	
	人権啓発研修実施報告書（詳細）	3		○		
	大阪労働局／大阪府 公正採用選考					
	人権啓発推進委員異動報告書	5		○		
セクシュアルハラス メント関係	セクシュアルハラスメント等					
	対策委員会メンバー表	5		○	○	
	対策委員会開催記録	5		○		
	女性相談室 メンバー表	5		○	○	
	女性相談室 相談記録	5		○		

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マーケティング （マーケティング推進部）	文 書 名	年 限	条 件	紙	電 子	備 考
制作物	広告を掲載した新聞雑誌	5		○		
	印刷物（カタログ・ポスター・カレンダー）	5		○		
	PR誌（初版）	永		○		
	宣伝用品	1		○		
帳票類	期（上/下）別広告宣伝費計画表	5		○		
	広告宣伝物作成依頼書	5		○		
	注文書（控）・受入仕訳書	5		○		
	広告宣伝費予算管理表	5		○		
諸資料	企業イメージ調査書類	5		○		
	見積書	5		○		
	契約書	5	期間終了後	○		

又書保存年限一覽表【現行版】

管 理	文 書 名	年 限	条 件	紙	電 子	備 考
事業部作成	機種別損益計算書および付属書類	5		○		
	機種別損益計算書（計画）	1		○		
	事業部別貸借対照表	5		○		
	事業部別貸借対照表（計画）	1		○		
	中期計画	5		○		
	設備受入状況表	3		○		
	審議会資料	10				
	戦略会議資料	10				
経営企画部作成	機種別損益集計書	永		○		
	機種別損益集計書（計画）	1		○		
	事業部別貸借対照表集計表	永		○		
	事業部貸借対照表集計表（計画）	1		○		
	事業業績点資料	永				
経営管理部作成	受注状況表	5				
	（生産・出荷・滞貨・損益）予実表	5		○		
	受注推移表	永				
	（生産・出荷・滞貨・損益）推移表	永		○		
	年度設備投資計画（全社総括表）	5		○		
	年度設備投資実績（全社総括表）	5	全社総括表	○		
	審議会資料	10				
	戦略会議資料	10				
申請書・通知書等	諸計算制度の申請書	0		○		有効期間経過後廃棄
	長期契約許可申請書	3		○		
	表彰申請審査資料	3		○		
	稟議書（設備）	5		○		
	稟議書（経費）	3		○		

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経理・資金 (財務部) 等	文 書 名	年 限	条 件	紙	電 子	備 考
基礎書類	総勘定元帳	10		○		
	補助元帳	10		○		
	試算表	1		○		
	給与支払総括表	7		○		H16.7改定
	社会保険料明細表	7		○		H16.7改定
	その他給与関係諸資料	7		○		H16.7改定
	販売直接費明細表	5	本文社別	○		
	販売費および一般管理費明細表	5	本文社別	○		
	各種経費配賦明細表	5		○		
	棚卸原票	7		○		H16.7改定
	棚卸票	10		○		
	預り証	7		○		H16.7改定
事業所別財務諸表	貸借対照表	10		○		
	損益計算書	10		○		
	細別・機種別損益計算書	10		○		
	製造原価計算書	10		○		
	固定資産増減明細表	10		○		
	販売および一般管理費明細書	10		○		
	棚卸資産明細表	10		○		
	勘定残高明細表	10		○		
総合財務諸表	貸借対照表	永		○		
	損益計算書	永		○		
	細別・機種別損益計算書	永		○		
決算書類	決算財務諸表	永		○		
	決算説明資料	10		○		
	各種決算資料	10		○		
	営業報告書	永		○		
	有価証券報告書	永		○		
税 務	法人税申告書	10		○		
	法人税申告資料	10		○		
	地方税申告計算書	10	事業税法人住所	○		
	法人税等更正決定通知書	10		○		
	国税局調査時作成資料	5		○		
	納税証明書	5		○		
	固定資産税申告書	10		○		
	固定資産税申告資料	7		○		H16.7改定
	支払調書	5		○		
買掛金・支払関係	受入伝票	10		○		
	商店別・勘定科目別受入明細書	10		○		
	売掛金残高表	10		○		
	売掛金残高確認回答書	7		○		H16.7改定
	証憑書類	10		○		
	出張報告書	7	仮払精算	○	○	ANOYS分は電子伝票のみ H16.7改定
	旅費請求明細	7	日帰出張	○	○	同上
	伝票発行簿	5	各部署保管	○		
	支払伝票送付票	1		○		

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売掛金・前受金	請求書発行簿	3	開帳後	○	
	入金伝票	10		○	
	領収証発行簿	10		○	
	社印領収証発行簿	10		○	
	支払証明書	5		○	
	銀行振込依頼差入証発行簿	永		○	
	出荷明細（出荷伝票）	7		○	H16.7改定
	売上高計算書	10		○	
	売掛金・前受金残高表	10		○	
	残高確認書	7		○	グリーンオレンジ社 H16.7改定
	確認証発行簿	5		○	
	残高確認調整表	7		○	H16.7改定
	販売奨励金計上台帳	10	明細表	○	
現金出納	販売手数料計上台帳	10	明細表	○	
	不渡手形残高表	10		○	
	入金実績計上台帳	2		○	
	現金出納帳	10		○	
	社内預金				
	社内預金残高表	10		○	H12/3制度廃止
	預金台帳	10		○	
	非課税貯蓄申告書	10		○	
	非課税貯蓄申込書	10		○	
	非課税貯蓄に関する異動申告書	10		○	
	非課税貯蓄廃止申告書	10		○	
	社内預金利息に対する課税方法選択申込書	10		○	
	社内預金入出金票	10		○	
領収証	社内預金申込台帳	10		○	
	社内預金使用印鑑届台帳	10		○	
	社内預金月報	10		○	
	領収証	10		○	
	金銭受渡票	10		○	
	銀行受渡簿	10		○	
	手形返却簿	5		○	
	手形送付受領証	5		○	
	領収証発行控	10		○	
	領収証発行簿	10		○	
	銀行預金出納				
	当座預金出納帳	10		○	
	普通預金出納帳	10		○	
銀行預金出納	通知預金出納帳	10		○	
	定期預金出納帳	10		○	
	郵便預金出納帳	10		○	
	納税準備積立金出納帳	10		○	
	小切手帳発行控	10		○	
	送金台帳	10		○	
	振込資金受領書	10	振込明細書	○	
	銀行振込工場別内訳表	5		○	
	当座預金出入帳	10		○	
	会計月報	10		○	
	銀行預金残高表	3		○	
	定期預金明細表	3		○	

又書保仔年限一覽表〔現行版〕

小口現金出納	小口現金出納帳	10		○	
	小口現金精算書	10		○	
	受渡簿（対銀行）	10		○	
有価証券	契約書	10		○	
	銘柄別事業報告書、招集通知	5		○	
	銘柄別履歴ファイル	10	開鎖後	○	
	有価証券台帳	7		○	H16.7改定
	特約店預り有価証券台帳	10	開鎖後	○	
	有価証券関係証券書類	10		○	
	預り証発行控	10	返却後	○	
受取手形出納	受取手形出納帳	10		○	
	受取手形送付票	10		○	
	受取手形明細表	10		○	
	取立手形依頼表	10		○	
	割引手形依頼表	10		○	
	割引手形出納帳	10		○	
	受取手形決済明細表	10		○	
	不渡手形発生明細票	5		○	
	不渡手形明細表	7		○	H16.7改定
	取立手形入金明細表	10		○	
支払手形	支払手形出納帳	10		○	
	支払手形残高表	10		○	
	支払手形決済明細表（得意先別）	10		○	
	約束手形発行控	10		○	
銀行関係	取引基本約定書	永		○	
	割引料計算書	10		○	
	手数料計算書	10		○	
	銀行関係証券書類	10		○	
貸付金	貸付金台帳	7		○	H16.7改定
	貸付金関係証券書類	10		○	
借入金	借入金台帳	10		○	
	担保手形受取証	10		○	
	借入金計算書	10		○	
	借入金関係証券書類	10		○	
保証	債務保証台帳	10		○	
	保証料請求証控	10		○	
	保証関係証券書類	10		○	
特約店保証	預かり保証金台帳	10		○	
	預り証発行控	10		○	
不渡利息	利息残高表	10		○	
	利息計算書	10		○	
その他	取引先コード一覧表	永		○	
	集金用印鑑届	永		○	
	印鑑届台帳	永		○	
	印鑑証紛失届	永		○	
	名義印鑑等変更届	永		○	

文書保存年限一覧表【現行版】

社 債	社債原簿	永		○	
	元利金領収証	10		○	
	利札	10	開通まで	○	
	用済社債券	10	消通・転換済等	○	
	社債関係一件書類	10		○	
金融子会社	契約書・帳簿類	10	開通後	○	
外国為替	予約スリップ(写し)	10		○	
	使用済L/C	2		○	
	輸出手形買取記録	2		○	
	輸出ドラフト	1		○	
	送金ノート	5		○	
原材料・貯蔵品受払	受入伝票	10		○	
	出入庫伝票	7		○	H16.7改定
	社内振替票	7		○	H16.7改定
	銑落報告書	7		○	H16.7改定
	受入品記録書	7	社内発生品	○	H16.7改定
	溶解日報	7		○	H16.7改定
	回収建値表	3		○	
	材料月報	3		○	
	廃却・売却申請書	7	製品・固定資産 の廃却も同じ	○	H16.7改定
製品受払	検査合格通知書	7		○	H16.7改定
	生産実績表	7		○	H16.7改定
	出荷伝票	10		○	
	製品台帳	10		○	
	積送品明細表	7		○	H16.7改定
固定資産	受入伝票	10		○	
	固定資産台帳	10		○	
	固定資産異動通知書	7		○	H16.7改定
原価計算	材料費明細表	7		○	H16.7改定
	労務費明細表	7		○	H16.7改定
	経費明細表	7		○	H16.7改定
	原価計算参考資料	7		○	H16.7改定
	間接費配賦表	7		○	H16.7改定

又書保存年限一覧表【現行版】

法 務	文 書 名	年限	条 件	紙	電子	備 考
訴 訟	各種訴訟等に係わる書類	3	決裁後	○		
	訴訟弁護依頼稟議書	3	決裁後	○		
	各種公正証書、内容証明郵便等	3	決裁後	○		
海外損害保険	保険証券	10		○		
	稟議書	10		○		
	その他関係文書	10		○		
安全保障貿易管理	安全保障貿易管理関係文書	5		○		
技術導入・技術供与	技術導入契約書	1	契約終了後	○		
	技術供与契約書	1	契約終了後	○		
	租税条約に関する届出書	1	元になる契約終了後	○		
	日本銀行への報告書	1	同上	○		
貿易保険	貿易保険関係文書	5		○		
債権管理	債権残高表	10		○		
	債権未回収経過報告書	5		○		
	貸倒債却稟議書	5		○		
	不良債権発生・回収状況表	5		○		
	信用調査申込書	3		○		
	信用調査報告書	3		○		
	信用状況一覧表	5		○		
特約店・代理店	特約販売契約書	1	契約終了後	○		
	抵当権設定契約書	1	同上	○		
	特約販売契約締結申請書	1	同上	○		
	担保差入書	1	同上	○		
	担保契約、有価証券・質権設定契約書	1	同上	○		
	特約店・代理店契約締結に伴う一件書類	1	同上	○		
	代理販売契約書	1	同上	○		
	商取引基本契約書	1	同上	○		
	根抵当権設定契約締結申請書	1	同上	○		
	商取引基本契約締結申請書	1	同上	○		
	代理店販売に関する	1	同上	○		
	委任状発行申請書（新規・継続）	1	同上	○		
	担保物件返却許可申請書	1	同上	○		
	約束手形買戻申請書	1	同上	○		
社印捺印関係	社印捺印申請書	3		○		
	委任状発行要求票	3		○		

文書保存年限一覧表【現行版】

情報化 (情報推進部)	文 書 名	年 限	条 件	紙	電 子	備 考
	小口情報化（機器・ソフトウェア）購入申請書	5		○		
	同上購入実績集計表	3		○	○	
	事業部情報化中期申請計画	3		○		

文書保存年限一覧表【現行版】

関連事業	文 書 名	年 限	条 件	紙	電 子	備 考
関連会社管理要綱関連	申請書（増資・合併・営業譲渡・減資 解散・清算・子会社の設立等 新事業・新規分野への進出）	永		○		
	申請書（上記以外）	5		○		
	合議事項連絡書	5		○		
	各種報告書	5		○		

又書保仔年限一覽表【現行版】

資 材	文 書 名	年 限	条 件	紙	電 子	備 考
(資材部)						
資材要求・発注	注文依頼書（控）	7		○		H16.7改定
	見積書	7		○		H16.7改定
	見積比較表・発注先選定理由書	7		○		H16.7改定
	注文請書・売買契約書	10		○		
	取引基本契約書	10	取引停止後	○		
代金支払	特別払・前払申請書	3		○		
取引先の管理	取引先名簿	1	取引停止後	○		
	「お願い事項」配布先一覧	2	2年に一度更新要	○		
購入品受入	納品書・納入カード	7		○		H16.7改定
	不良通知書	7		○		H16.7改定
	商店別勘定科目別受入明細表	10		○		経理部門保管でも可
	材料元帳	10		○		経理部門保管でも可
貯蔵品保管	棚卸表	7		○		経理部門保管でも可 H16.7改定
	預り証	7		○		H16.7改定
払出業務	出庫伝票等	7		○		H16.7改定
	支払材料（有償、無償）物品持出表	7		○		H16.7改定
	支給材料（有償、無償）受領書	7		○		H16.7改定
社内振替	社内振替票	5		○		
処分品処理	処分品明細書・見積書	5	他部門保管でも可	○		
	廃却・売却申請書	5	他部門保管でも可	○		

又書保存年限一覧表【現行版】

健康管理	文 書 名	年 限	文 件	紙	電 子	備 考
健康保険	標準報酬月額算定基礎届	3		○		
	標準報酬改定通知書	3		○		
	資格取得確認通知書	3	(被保険者)	○		
	資格喪失確認通知書	3	(被保険者)	○		
	被扶養者承認通知書	3		○		
	育児休業保険料免除申出書(副)	3		○		
健康管理	診療カルテ	5		○		
	検診カルテ(国外勤務・帯同家族)	5		○		
	診断書(業務用)	5		○		
	心電図	5		○		
	X線フィルム	5		○		
	特別管理産業廃棄物管理票	5		○		
	健康診断結果票	5		○		左欄中は保存が望ましい
	入社(雇入)時健康診断書	5		○		左欄中は保存が望ましい
	保健指導記録	※	※左欄中	○		
	在宅指導記録(家族)	※	※左欄中	○		

又書保仔年限一覽表【現行版】

環境・安全	文 書 名	年限	条 件	紙	電 子	備 考
安全衛生	安全衛生ニュース	永		○		
	業務上負傷病届	10		○		
	毎月労働災害発生状況報告書	10		○		
	安全衛生指針	5		○		
	表彰関係資料	3		○		
	事業所安全衛生計画	1		○		
	安全パトロール関係資料	3		○		
	法定外補償給付金支給結果報告書	5		○		
	会議議事録	3		○		
交通安全	自動車運転者台帳	永		○		
	自動車運転者登録申請書	5		○		
	通勤途上の災害発生報告書	3		○		
労働者災害補償保険	労働保険関係成立届	3		○		
	概算・確定保険料申告書	3		○		
	増加保険料申告書	3		○		
	確定保険料総括表	3		○		
	一括有期事業開始届	3		○		
	一括有期事業報告書	3		○		
	代理人選任・解任届	3		○		
	名称・所在地変更届	3		○		
	労災保険（有期事業）工事台帳	5		○		
労働安全衛生法	安全衛生委員会議事録	3		○		
	有機溶剤作業環境測定記録	3		○		
	有機溶剤作業環境測定結果評価記録	3		○		
	有機溶剤健康診断個人票	5		○		
	特定化学物質用局所排気装置、除じん装置、排ガス処理装置、廃液処理装置点検記録	3		○		
	特定化学設備又はその付属設備点検記録	3		○		
	特定化学物質作業環境測定記録	3		○		特別管理物質は30年
	特定化学物質作業環境測定結果評価記録	3		○		
	特別管理物質製造、取扱作業記録	30		○		
	特定化学物質等健康診断個人票	5		○		特別管理物質は30年
	鉛作業環境測定記録	3		○		
	鉛作業環境測定結果評価記録	3		○		
	鉛健康診断個人票	5		○		
	被曝線量当量測定結果記録	5		○		
	事故時記録	5		○		
	線量当量率測定結果	5		○		
	放射性物質濃度記録測定記録	5		○		
	電離放射線健康診断個人票	5		○		
	酸素欠乏危険作業場所環境測定記録	3		○		
	粉じん用局所排気装置及び除じん装置点検記録（分解による改造、修理）	3		○		
	粉じん作業環境測定記録	7		○		
	粉じん作業環境測定結果評価票	7		○		
	騒音測定記録	3		○		
	中央管理方式空気調和設備使用事務室作業環境測定記録	3		○		
	中央管理方式空気調和設備点検記録	3		○		
	気温、湿度等測定記録	3		○		
	クレーン過負荷制限特例記録	3		○		
	クレーン自主点検及び点検記録	3		○		
	移動式クレーン自主検査記録	3		○		
	エレベーター自主検査記録	3		○		

又書保仔平限一覽表【現行版】

	簡易リフト自主検査記録	3		○		
	健康診断個人票	5		○		
	定期健康診断結果報告書	5		○		
	じん肺健康診断個人票（カルテ）	7		○		
	じん肺管理個人票	永		○		
環境管理	環境影響評価表	3		○		
	法規制等要求事項一覧表	3		○		
	法規制に基づく報告、届出の記録	※	※設備廃止まで	○		
	法規制その他の要求事項及び自主基準に対する測定の記録	3		○		
	産業廃棄物処理に関する記録	5		○		
	教育訓練に関する記録	3		○		
	外部コミュニケーションの記録	3		○		
	環境関係立入検査に関する記録	※	※設備廃止まで	○		
	計測機器、設備の保守及び校正記録	3		○		
	環境に係わる事故に関する記録	3		○		
	是正及び予防処置に関する記録	3		○		
	環境監査に関する記録	3		○		
	環境マネジメントレビュー議事録	3		○		
	環境対策委員会議事録	3		○		
その他	制定被服貸与簿（作業服）	3		○		
	制定被服貸与簿（事務服）	5		○		

又書休仔年限一見衣【玩行版】

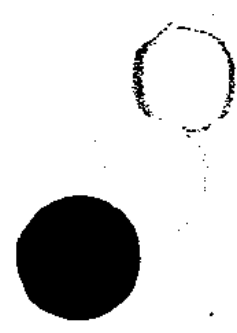
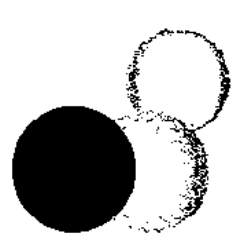
品質保証 (品質保証部)	文 書 名	年 限	条 件	紙	電子	備 考
	重要品質問題資料	5		○	○	
	期別大口クレーム総括資料	5		○	○	
	品質保証部課長会議資料	2		○	○	
	QA部長会資料	2		○	○	
	クレーム発生状況	2		○	○	
	品質コスト集計表	2		○	○	
	PLP推進責任者会議資料	5		○	○	
	品質月報	2		○	○	
	社内教育資料 (QA関連)	2		○	○	
	クボタTS大会報文集	2		○	○	
	QCサークル実態調査記録	5		○	○	
	ISO全社推進部会資料	2		○	○	

又言休仔千限一覽衣【坭仵版】

研究開発	文 書 名	年限	条 件	紙	電子	備 考
申請書・稟議書	共同・委託・受託研究許可申請書(控)	3		○		
	奨学寄付金許可申請書(控)	3		○		
	社外表彰(申請・受賞)報告書	3		○		
	特別テーマ申請書	5		○		
	特別テーマ終了報告書	3		○		
研究計画	技術戦略会議・開発会議資料	永		○		
	研究開発資源投入状況報告	7		○		
報告資料	取締役会報告「全社R&D状況」	永		○		
	研究開発部門長会議資料	5		○		
	役員フォーラム資料	5		○		
	技術開発本部監査役監査資料	5		○		
	研究開発テーマ総括表	5		○		
	技術戦略会議・開発会議資料	5		○		
	業績評価(開発点)資料	7		○		
	特別テーマ評価・決裁資料	5		○		
調査報告	企画書・提案書	5		○		
	技術調査・技術分析	5		○		
製本・出版	クボタ技術原本	永		○		
	全クボタ技術研究発表会報文集	永		○		
	技開本部技術研究発表会報文集	5		○		
行 事	技開本部技術研究発表会関係資料	3		○		
	技術・開発費関係資料	3		○		
その他	技開本部機密情報管理台帳	永		○		

入言不け十版一見衣【現訂版】

知的財産 (知的財産部)	文書名	年限	条件	紙	電子	備考
	工業所有権出願包袋	20	権利存続期間	○	○	最長で20年



又書休仔午版一見衣【現行版】

知的財産	又書名	年限	条件	紙	電子	備考
本(知的財産部)						
	工業所有権出願包装	20	権利存続期間	○	○	最長で20年