

Kopmeyer & Talty, P.C.

Certified Public Accountants

Individual Record Retention Schedule

	Retention Period
ü Tax return copies	Permanent
ü Medical bills	6 years after payment
ü Forms 1099 received	6 years after receipt
ü Keogh statements	6 years after Keogh termination
ü IRA records (deductible and nondeductible)	6 years after IRA termination
ü Loan records	6 years after loan payoff
ü Insurance policies	6 years after expiration
ü Major purchase receipts	6 years after purchase
ü Year-end brokerage statements	6 years after securities deposit
ü Certificates of deposit statements	6 years after maturity
ü Schedule K-1's from partnerships or S corporations	6 years after disposition of interest
ü House records (cancelled checks for purchase, major improvements and maintenance)	Permanent
ü Birth and death certificates	Permanent
ü Medical records	Permanent
ü Wills	Permanent
ü Forms W-2 received	Permanent
ü Trust agreements	Permanent
ü Detailed list of financial assets held	Permanent
ü Alimony, custody or prenuptial agreements	Permanent
ü Military papers	Permanent
ü Photos or videotape of valuables	Permanent

Note: Documents establishing basis of trade, business, or investment assets, or of taxpayer's principal residence should be retained for six years beyond the date of the filing of the tax return for the year in which the asset was disposed of.