

WHAT TO KEEP

A guide to retention of individual records

Keep Permanently

- Health insurance policies, until expires, lapses or replaced
- Home & property insurance policies, until expires, lapses or replaced
- Life insurance policies, until no chance of reinstatement
- Medical records
- Military papers
- Individual retirement account records
- Personal certificates (birth, death, marriage, religious, etc.)
- Residential records
- Current will
- Gift tax returns (Form 709)
- Indiana inheritance tax returns (Form IH-6)
- Estate tax returns (Form 706)

Keep Six Years

- Investment sale & purchase records
- Retirement plan statements, keep year-end statements permanently.
- Real estate documents after property disposed of and taxes paid.

Keep Three Years

- Income tax returns & records

Keep One Year

- Bank statements, unless needed for tax records
- Canceled checks, unless needed for tax records
- Pay stubs. Discard all but final, cumulative stub for the year

Keep with Applicable Tax Returns

- Charitable contribution info
- Medical expense records
- Employee business Expense info

For more information on document retention, contact:



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