

Filing and Storing Records

Record Retention *

Type of Record	Retain for	Required by
Bank deposit record	7 years	Standard practice
Bank Statements	7 years	Standard practice
Check register	Retain permanently	
Cancelled checks	3 years	State labor law
Contracts	Until expired	
Correspondence	5 years - Or as desired	
Estimated Tax Returns	Retain permanently	
Expense records	7 years	(business expenses)
Insurance claims records	11 years	Insurance regulation
Insurance policies	Until expired	
Maintenance records and manuals	Until equipment disposal	
Home repairs and Improvements	Until sale of house	
Tax bills and statements	Retain permanently	
Tax returns (fed and state)	Retain permanently	
Year end reports	Retain permanently	(business reports)

The IRS requires that all income tax information be kept for a period of three years from the date the return is filed. In the event an amount of income was not reported, the IRS can audit back 6 years. In the case of fraud, there is no time limitation for an audit.

* from Records Retention Schedule – *Keeping the Books* by Linda Pinson, Dearborn Publishing 2004