REQUEST FOR PROPOSAL

It is important to keep your personal records for the purposes of tax return preparation, personal use and emergency situations. Postlethwaite & Netter Ville has established this retention schedule for individuals to use that takes into account tax regulations. The retention periods are intended to serve as a guideline only and your personal judgment should always prevail. If you have questions about your records, please contact a Postlethwaite & Netter Ville professional immediately.

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| **Document** | **Proposal Period** |
| * Bank Statements
 | * Keep one year unless needed for tax records.
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| * Cancelled Checks
 | * Keep one year unless needed for tax records.
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| * Charitable Contributions
 | * Keep with applicable tax return.
 |
| * Credit Purchase Receipts
 | * Discard after purchase appears on credit card statement if not needed for warranties, merchandise returns or taxes.
 |
| * Credit Card Statements
 | * Discard after payment appears on credit card statement.
 |
| * Employee Business Expense Records
 | * Keep with applicable tax return.
 |
| * Health Insurance Policies
 | * Keep until policy expires, lapses or is replaced.
 |
| * Home & Property Insurance
 | * Keep until policy expires, lapses or is replaced.
 |
| * Income Tax Return and Records
 | * Permanently.
 |
| * Investment Annual Statements and

1099's | * Keep with applicable tax return.
 |
| * Investment Sale and Purchase Confirmation Records
 | * Dispose of sale confirmation records when the transactions are correctly reflected on the monthly statement. Keep purchase confirmation records 3-6 years after investment is sold as evidence of cost.
 |
| * Life Insurance
 | * Keep until there is no chance of reinstatement. Premium receipts may be discarded when notices reflect payment.
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| * Medical Records
 | * Permanently.
 |
| * Medical Expense Records
 | * Keep with applicable tax return if deducted on tax return.
 |
| * Military Papers
 | * Permanently (may be required for possible veteran's benefits).
 |
| * Individual Retirement Account Records
 | * Permanently.
 |
| * Passports
 | * Until expiration.
 |
| * Pay Stubs
 | * One year. Discard all but final, cumulative pay stubs for the year.
 |
| * Personal Certificates (Birth/Death, Marriage/Divorce, Religious Ceremonies)
 | * Permanently.
 |
| * Real Estate Documents
 | * Keep three to six years after property has been disposed of and taxes have been paid.
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| * Residential Records (Copies of purchase related documents, annual mortgage statements, receipts for improvements and copies of rental leases/receipts.)
 | * Indefinitely.
 |
| * Retirement Plan Statements
 | * Three to six years. Keep year end statements permanently.
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| * Social Security Statements
 | * Discard as you receive current records of payments into the Social Security System.
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| * Warranties and Receipts
 | * Discard warranties when they are clearly expired. Use your judgment when discarding receipts.
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| * Will
 | * Keep current Will permanently. Keep until rendered obsolete (by a new version)
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