



# Anneken, Huey & Moser<sup>PLLC</sup>

Certified Public Accountants  
*Engaged. Responsive. Future-focused.*

## INDIVIDUAL RECORDS RETENTION

To guide you in minimizing your risks, here's a list of generally accepted, reasonable time periods recommended for retaining individual records.

Alimony, custody & prenuptial agreements	Indefinitely
Birth and death certificates	Indefinitely
House records (cancelled checks for purchase, major improvements and maintenance)	Indefinitely
List of financial assets held	Indefinitely
Medical records	Indefinitely
Military papers	Indefinitely
Photos or videotape of valuables	Indefinitely
W-2 Forms received	Indefinitely
Wills/Trust Agreements	Indefinitely
Certificate of deposit statements (after maturity)	6 years
Forms 1099 received (after receipt)	6 years
Insurance policies (after expiration)	6 years
IRA records (deductible & nondeductible) (after account termination)	6 years
Keogh statements (after plan termination)	6 years
Loan records (after payoff)	6 years
Major purchase receipts (after purchase)	6 years
Medical Bills (after payment)	6 years
Schedule K-1s from LLPs or S Corps (after disposition of interest)	6 years
Tax Returns (after filing)	6 years
Year-end brokerage statements (after securities deposit)	6 years

**For further questions, feel free to contact Anneken, Huey & Moser:**

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