

HOW LONG SHOULD YOU KEEP EACH DOCUMENT?

EMPLOYEE BENEFIT PLAN CHECKLIST FOR RECORDS RETENTION

6

KEEP THESE RECORDS Six Years

Reporting & Disclosure Records*

- ⑥ Forms filed with government agencies (e.g. Form 5500, related schedules and attachments, Form 5300 series, determination letters)
- ⑥ Summary Plan Description
- ⑥ Summaries of Material Modifications
- ⑥ Participant Benefit Statements
- ⑥ Plan related minutes and resolutions
- ⑥ Participant notices (including dates and methods of delivery)
- ⑥ Participant elections (e.g. deferral forms and investment elections if paper)
- ⑥ Nondiscrimination test results
- ⑥ Plan financial statements

**Subject to Section 107 - six-year retention requirement*

See reverse side for records to keep indefinitely ∞

HOW LONG SHOULD YOU KEEP EACH DOCUMENT?

EMPLOYEE BENEFIT PLAN CHECKLIST FOR RECORDS RETENTION



KEEP THESE RECORDS Indefinitely

Benefit Determination Records*

- ∞ Original plan documents and all subsequent amendments or restatements
- ∞ Any determination letter issued by the IRS
- ∞ All adoption agreements
- ∞ Any opinion/advisory letter issued by the IRS
- ∞ Census information (including age, compensation history, employment history and beneficiary designations)
- ∞ Participant account records and actuarial accrued benefit analyses
- ∞ Record keeping/valuation reports at both the plan and participant level
- ∞ Participant loan documentation (including amortization schedules and promissory notes)
- ∞ Participant distribution forms (including special tax notices, election forms and 1099-R forms)

**Subject to Section 209 - indefinite retention requirement*

See reverse side for records
to keep for six years

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