



The **plan administrator** should keep the following plan-related materials for a period of at least **six (6) years** (although note that records necessary to determine benefits due employees should be kept longer than six years).

### **Items to be kept for at least 6 years**

- Copies of all communications to employees, including summary plan descriptions and other plan related communications including copies of videos, slides, and e-mails used to promote the plan
- Copies of all correspondence to and from the plan administrator
- A copy of the most recent determination letter from the IRS, if any
- All financial reports, including trustees' reports, journals, bank statements, brokerage account statements, ledgers, certified audits, investment analyses, balance sheets, and income and expense statements
- Copies of Form 5500 and all schedules and attachments
- Corporate income tax returns (to reconcile deductions)
- Evidence of the plan's fidelity bond
- Documentation supporting the trust's ownership of the plan's assets
- Copies of nondiscrimination and coverage test results
- Any other plan-related materials, such as claims against the plan

### **Items to be kept for forever**

- The plan document, properly dated and signed, along with any corporate action taken to adopt the plan and all dated and signed plan amendments, with all dates and signatures easily visible
- Copies of all corporate actions & administrative committee actions
- Plan distribution records & withholding deposits (including form 1099-R)
- Payroll records used to determine eligibility and contributions; including details supporting any exclusion from participation (It is critical that sponsors keep complete census data, not just data on those who are eligible)
- Participant hours of service and vesting determinations
- Log of operational compliance