



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Revenue, Department of. Individual Income Tax.

Agency: Individual Income Tax		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-3057	<b>IT 40 ES DECLARATION OF ESTIMATED TAX</b>	IMAGE according to IARA standards upon receipt. DESTROY hard copies sixty (60) days after verification of electronic records for completeness and legibility. DELETE electronic records six (6) years after the filing deadline.
2	80-965	<b>IT - 41</b> These are Fiduciary Statements for the Indiana adjusted gross income tax returns.	IMAGE according to IARA standards upon receipt. DESTROY hard copies sixty (60) days after verification of electronic records for completeness and legibility. DELETE electronic records six (6) years after the filing deadline.
3	82-178	<b>INDIVIDUAL INCOME TAX RETURNS</b> Retention based on IC 6-8.1-5-2.	IMAGE according to IARA standards upon receipt. DESTROY hard copies sixty (60) days after verification of electronic records for completeness and legibility. DELETE electronic records six (6) years after the filing deadline.