

0690 Federal and State Tax Records

Description: Documents the collection and distribution of federal and state income taxes and social security.

Examples: Records may include requests for taxpayer identification number and certificate (W-9), and IRS form 990.

Retention Period: **Retain for 6 years, and then securely destroy.**

Authority: 26 C.F.R. §31.6001; 830 C.M.R. § 62C.25.1