



Individual Records Retention Schedule

It is important for you to keep your personal records only as long as they are useful or needed to meet legal requirements. The below retention periods are intended as general guidelines only. Before destroying any personal records, you should seek the advice of legal counsel.

Record	Retention Period
Tax returns	Permanently
W-2s	7 years
1099s	7 years
Cancelled checks supporting tax deductions	7 years
Bank deposit slips	7 years
Bank statements	7 years
Charitable contribution documentation	7 years
Credit card statements	7 years
Receipts, diaries, logs pertaining to tax return	7 years
Investment purchase and sales slips	Ownership period + 7 years
Dividend reinvestment records	Ownership period + 7 years
Year-end brokerage statements	Ownership period + 7 years
Mutual fund annual statements	Ownership period + 7 years
Investment property purchase documents	Ownership period + 7 years
Home purchase documents	Ownership period + 7 years
Home improvement receipts and cancelled checks	Ownership period + 7 years
Home repair receipts and cancelled checks	Warranty period for item
Retirement plan annual reports	Permanently
IRA annual reports	Permanently
IRA nondeductible contributions (Form 8606)	Permanently
Insurance policies	Life of policy + 3 years (Check with your agent. Liability for prior years can vary)
Divorce documents	Permanently
Loans	Term of loan + 7 years
Estate planning documents	Permanently

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