



RECORDS RETENTION GUIDELINES – INDIVIDUAL

Type Of Record	Time Period To Retain
401k/Keogh Statements	7 Years*
Alimony, Custody or Prenuptial Agreements	Permanently
Annuity Year End Statements	7 Years*
Bank Statements	3 Years
Birth & Death Certificates	Permanently
Cancelled Checks	3 Years
Certificate of Deposit Statements	7 Years
Charitable Contributions	Keep with applicable tax return
Credit Card Purchase Receipts	Discard after purchase appears on credit statement if needed for warranties, merchandise returns or taxes
Detailed List of Financial Assets Held	Permanently
Employee Business Expense Report	Keep with applicable tax return
Forms 1099 Received	7 Years
Forms W2 Received	Permanently
House Records (cancelled checks for purchase of major improvements or maintenance)	Permanently
Individual Retirement Account Records	Permanently
IRA Statement (Deductible & Non-Deductible)	7 Years to Permanently
Insurance Policies – Life	Permanently
Insurance Policies – Other	7 Years
Loan Records/Forms 1098	7 Years*
Major Purchase Receipts	7 Years
Medical Expenses	Keep with applicable tax returns
Military Records	Permanently
Pay Stubs	One year. Discard all but final, cumulative pay stubs for the year
Photos/Videotape of Valuables	Permanently
Real Estate Documents	Keep 3-6 years after property has been disposed of and taxes have been paid
Tax Return & Cancelled Checks for Tax Payments	Permanently
Investment/Sales of Stocks & Bonds	7 Years

*** 7 Years Following Disposition, Termination or Pay Off**

Please note that this table should only be used as a guide. You should consult with your attorney and insurance carrier when establishing a record retention policy. It is also recommended reviewing your record retention policy annually and updating it as necessary considering changes in governmental and professional requirements and the cost of retaining records.