RECORD RETENTION SCHEDULE

PERSONAL & FAMILY RECORDS

Permanent Retention; Suggested storage is in a safe deposit box or a fire resistant home file.

- CPA audit reports
- Non-deductible contributions to employer sponsored plan or IRA
- Annual IRA Financial statements
- Separation and divorce documents
- Social Security Cards
- Passport
- Citizen or naturalization papers
- Military records – Discharge papers
- Family health and immunization records
- Wills, living will(advanced health directive), trusts, and durable power of attorney
- Birth, marriage and death certificates
- Adoption and custody papers
- Life insurance
- Employer life insurance, mortgage life insurance
- Veteran death benefits
- Retirement Pension Documentation
- Inventory of valuable papers & advisors
- Licenses, patents, trademarks and registration packets

FINANCIAL RECORDS

Seven- years Retention; Suggested storage is a fire resistant home file.

- Income tax returns
- Supporting documents for tax returns such as:
  - Income, W-2s, paystubs, 1099s, interest statements and dividend statements
  - Medical – medical expenses and health insurance out of pocket costs
  - Donations –receipts for cash and non-cash donations
  - Real Estate –receipts from mortgage & tax assessments
- Personal Injury & auto accident reports for claims
- Stock and bond buy-sell confirmations (7-years after sale)
- Dividend reinvestment statements (7-years after sale)

Three- years Retention; Suggested storage is a home file.

- Credit card statements
- Medical bills (in case of insurance disputes)
- Utility records(for internal use)

PROPERTY RECORDS

Permanent Retention; Suggested storage is in a safe deposit box or a fire resistant home file.

- Real estate deeds, titles & property surveys
- Property records /improvement receipts (Keep until property is sold)

RECORD RETENTION SCHEDULE

Additional Retention Guidelines

• Deposits & ATM receipts	Save until verified on statements from bank or credit card
• Cancelled checks	If required for tax support keep 7-years; if not do not save
• Auto titles, purchase receipts	Keep until car is sold
• Auto service /repairs	Keep until car is sold
• Auto Insurance card & registration	Keep in car – Current copy only
• Credit card receipts	Keep until verified on your statement
• Pay stubs	Keep until reconciled with your W-2
• Sales receipts (Items with a warranty)	Keep for life of warranty
• Warranties and instructions	Keep for life of product
• Burial lot deed	Duration of ownership
• General bills	Keep until payment is verified on the next bill

Records Recommended for Shredding

- Cancelled and voided Checks
- Pay Stubs
- Credit card and bank statements
- Credit reports
- Tax forms
- Used airline tickets
- Medical and dental records
- Utility Bills
- Telephone / Cell Phone Bills
- Anything with a Social Security number on it