

RECORDS RETENTION FOR THE INDIVIDUAL

<u>TYPE OF RECORD</u>	<u>SHRED AFTER:</u>
Tax Returns	7 Years
W-2s	7 Years
1099's	7 Years
Cancelled checks supporting deductions	7 Years
Bank deposit slips	7 Years
Bank Statements	7 Years
Charitable Contribution Documentation	7 Years
Credit card statements	7 Years
Receipts, logs related to tax returns	7 Years
Investment purchases and sales slips	7 Years
Year end Brokerage Statements	ownership of investments plus 7 Years
Mutual Fund Statements (annual)	ownership of investments plus 7 Years
Investment property purchase documents	ownership of investments plus 7 Years
Home Purchase Documents	ownership of investments plus 7 Years
Home repair receipt and cancelled checks	Warranty Period
Insurance Policies	life of policy plus 3 Years
Loans	life of loan plus 7 Years
Passport	after replacement

These are generally accepted guidelines for standard documents of those types.

RECORDS YOU SHOULD NEVER DISCARD

- Retirement plan annual reports
- IRA non deductible contributions
- IRA annual reports
- Estate Planning Documents
- Pension Plan documents
- Current Will
- Birth Certificate
- Death Certificate
- Marriage Certificate
- Naturalization Certificate
- Guardianship arrangements
- Lawsuits
- Military Papers
- Health/immunization records
- Divorce decree
- Diplomas