

# RECORD RETENTION SCHEDULE

<u>TYPE OF RECORD</u>	<u>RETENTION PERIOD (YEARS)</u>
<u>Personal</u>	
Will, living will, and durable power of attorney	Permanent
Birth and marriage certificates	Permanent
Separation and divorce documents	Permanent
Real estate deeds, titles, & property surveys	Permanent
Military records	Permanent
Passport	Permanent
Citizenship or naturalization papers	Permanent
Social Security cards	Permanent
Family health and immunization records	Permanent
<u>Taxes</u>	
Tax returns	7
Supporting data	7*
<u>Insurance</u>	
Life insurance	Permanent
Employer life insurance, mortgage-life, credit life	†
Veteran death benefits	Permanent
<u>Investments</u>	
Buy-sell confirmations	7 yrs after sale
Dividend reinvestment statements (If your annual brokerage statements list the years transactions there is no need to keep monthly or quarterly statements)	7 yrs after sale
<u>Retirement Plans</u>	
Plan documents	Permanent
Annual statements	Indefinite
Non deductible contributions to employer sponsored plan or IRA	Indefinite
<u>Other records/receipts</u>	
Deposits and ATM receipts	**
Canceled checks, needed as support for tax purposes	7*
Canceled checks, not needed for tax support	do not save
Credit card receipts	**
Credit card statements & selected receipts	
In support of tax deduction	7*
Verify purchase, back up warranty	Warranty period
Other bills	**
Pay stubs	Year end **

\* Period begins after filing the tax return. If the statute of limitations concerning a tax year is extended the retention period should also be extended.

\*\* Save records until verified on statements from bank, credit card, supplier, etc. (Year end W-2 for pay stubs).

† Maintain a current list of insurance policies.