



Personal Records Retention Guide

- **1 year**
 - Paycheck Stubs (to be reconciled with W-2)
 - Canceled Checks
 - Monthly and Quarterly mutual fund and retirement contribution statements (to reconcile with year-end statement)
- **4 years**
 - Credit Card Statements
 - Medical Bills (in case of insurance disputes)
 - Utility Records
 - Expired Insurance Policies
- **7 years**
 - Supporting Documents for Tax Returns
 - Bank Statements
 - Accident Reports and Claims
 - Medical Bills (if tax-related)
 - Sales Receipts
 - Wage Garnishments
 - Other Tax-Related Bills
- **Forever**
 - CPA Audit Reports
 - Legal Records
 - Important Correspondence
 - Income Tax Returns
 - Income Tax Payment Checks
 - Investment Trade Confirmations
 - Retirement and Pension Records
- **Special Circumstances**
 - Car Records (keep until the car is sold)
 - Credit Card Receipts (keep with your credit card statement)
 - Insurance Policies (keep for the life of the policy)
 - Mortgages/Deeds/Leases (keep six years beyond the agreement)
 - Pay Stubs (keep until reconciled with your W-2)
 - Property Records/ improvement receipts (keep until property is sold)
 - Sales Receipts (keep for the life of the warranty)
 - Stock and Bond Records (keep for six years beyond selling)
 - Warranties and Instructions (keep for the life of the product)
 - Other Bills (keep until payment is verified on the next bill)
 - Depreciation Schedules and Other Capital Asset Records (keep for three years after the tax life of the asset)