

Record Retention Guide for Individuals

Document	Retention Period
Accident Report & Claims	7 years
Bank Statements & Cancelled Checks	4 years
Car Records	Until the car is sold + 3 years
Charitable Donations Letters & Proof of Payment	7 years
Credit Card Receipts	Keep until verified on your monthly statement + 1 month
Credit Card Statements	4 years
Documents Used for Tax Return Deductions	7 years
Federal & State Tax Returns	7 years after the return is filed
Important Correspondence	Permanently
Insurance Policies	Life of the policy + 4 years
Investment Trade Confirmations	7 years after the investment is sold
IRS or State Audit Reports	Permanently
Medical Bills (if tax related)	7 years
Medical Bills (not tax related)	4 years
Medical Records	Permanently
Military Papers	Permanently
Mortgages/Deeds/Leases	6 years beyond the agreement termination date
Non Deductible Bills	Keep until payment is verified on next bill
Other Tax Deductible Invoices & Proof of Payment	7 years
Pay Stubs	Keep until reconciled with your W-2
Personal Certificates (birth, death, marriage, divorce, etc.)	Permanently
Property Records/Improvement Receipts	7 years after property sold
Retirement & Pension Plan Records	Permanently
Sales Receipts	7 years or life of the warranty
Stocks & Bond Records	7 years beyond the sale
Tax Payment Checks	Permanently
Utility Records	4 years
Wage Garnishments	7 years
Warranties & Instructions	Keep for the life of the product
Wills/Legal Records	Permanently