

Personal Records Retention Schedule

7 years

Tax returns
W-2 forms
1099 forms
Cancelled or substitute checks
supporting tax deductions
Bank statements
Charitable contribution
documentation
Credit card statements
Receipts, diaries, logs pertaining
to tax return

Warranty period for item

Home repair receipts and cancelled checks.

Term of Loan + 7 Years

Loans

Permanent

Retirement plan annual reports
IRA annual reports
IRA nondeductible contributions
(Form 8606)
Divorce documents
Estate planning documents

Life of Policy + 3 Years

Insurance policies

Ownership period + 7 years

Investment purchase and sales slips
Dividend reinvestment records
Year-end brokerage statements
Mutual fund annual statements
Investment property purchase documents
Home purchase documents
Home improvement receipts and cancelled
checks

