

INDIVIDUAL RECORD RETENTION

Three Years

- Medical Bills (in case of insurance disputes)
- Credit Card Statements
- Expired Insurance Policies
- Utility Records

Six Years

- All Documents Related to Tax Returns
- Medical Bills (if tax-related)
- Accident Reports and Claims
- Real Estate Records and Receipts for Improvement
- Sales Receipts (or no less than the life of the warranty)
- Wage Garnishments
- Other Tax-Related Bills

Permanently

- Income Tax Returns
- Income Tax Payment Receipts and/or Cancelled Checks
- Retirement/Pension Documents
- CPA Audit Reports
- Legal Records
- Important Correspondence
- Investment Trade Confirmations

Other

- Pay Stubs (keep until reconciled with your W-2)
- Credit Card Receipts (keep until verified on your statement)
- Insurance Policies (keep for the life of the policy)
- Mortgages / Deeds / Leases (keep 6 years beyond the agreement)
- Real Estate Records / improvement receipts (keep 6 years beyond sale of property)
- Stock and Bond Records (keep for 6 years beyond selling)
- Depreciation Schedules and Other Capital Asset Records (keep for 3 years after the tax life of the asset)