

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.