

PERSONAL RECORDS RETENTION SCHEDULE

This is a general guide to records retention. If you have questions, check with your accountant and / or attorney.

File Type	Retain for:
Accident reports/claims (settled cases)	7 years
Bank statements	1 years
Checks (cancelled) (keep those for major purchases and taxes)	Toss
Contracts (mortgage, notes, leases, appraisals) Expired	7 years
Contracts (mortgage, notes, leases) Still in effect	Permanently
Correspondence (legal and important matters only)	Permanently
Credit card statements	1 years
Deeds, mortgages, bills of sale	Permanently
Deposit slips (once verified with bank statement)	Toss
Insurance policies (expired)	1 year
Insurance records, accident reports, claims, policies	Permanently
Investment statements (original cost basis and year end statements)	Permanently
Investment confirmations (once verified with investment statement)	Toss
Lawsuits (any documentation)	7 years
Legal Documents (wills, powers of attorney, etc.)	Permanently
Legal Documents old versions (wills, powers of attorney, etc.)	Toss
Medical records (details of surgeries, diagnosis, procedures)	Permanently
Medicare / AARP statements (verify with medical bills)	Toss
Receipts (cash register, credit card) – see exceptions below	1 year
Receipts (major purchases, put with warranties) (currently owned appliances)	Permanently
Receipts (major purchases, put with warranties) (sold or discarded appliances)	1 year
Retirement and pension plan (year end statements)	Permanently
Tax returns and supporting documents (Business)	Permanently
Tax returns and supporting documents (Personal)	7 years
Warranties (currently owned appliances)	Permanently
Warranties (sold or discarded appliances)	1 year