

Record Retention Guideline

This is only a guideline. Please consult CPA for advice on your specific situation.

Keep till warranty expires or can no longer return or exchange

- Sales Receipts

What to keep for 1 month

- ATM Printouts and discard after balancing your checkbook
- Utility Bills
- Credit Card Receipts
- Other monthly bills

What to keep for 1 year

- Paycheck Stubs to compare to your W2 & annual social security statement
- Bank Statements
- Quarterly Investment Statements to compare to annual statement

What to keep for 3 years (7 years if self-employed)

- Income Tax Returns
- Receipts, and other Documents that Support Income or a Deduction on your Tax Return
- Medical Bills and Cancelled Insurance Policies
- Records of Selling a House for Capital Gains Tax
- Records of Selling a Stock for Capital Gains Tax
- Annual Investment Statement
- Home Improvement Records for a sold asset

What to keep for 7 years

- Records of Satisfied Loans

What to hold while active

- Contracts
- Insurance Documents
- Stock Certificates
- Property Records
- Stock Records
- Records of Pensions and Retirement Plans
- Property Tax Records Disputed Bills

Keep Forever in a safe or safe deposit box

- Marriage Licenses
- Birth Certificates, Divorce Certificates, Death Certificates
- Wills/Trusts
- Adoption Papers
- Passports
- Auto Titles/Home Deeds and Real Estate Certificates
- Insurance Policies
- Stocks and Bond Certificates
- Medical and Burial Directions, Power of Attorney forms