

Individual Document Retention Schedule

To guide you in minimizing your risks, here is a list of generally accepted, reasonable time periods recommended for retaining individual records.

Document	How Long
Bank statements and deposit slips	7 Years
Canceled checks supporting tax deductions	7 Years
Charitable contribution documentation	7 Years
Divorce documents	Permanently
Estate planning documents	Permanently
Home purchase documents	Permanently
Home improvement receipts	Permanently
IRA annual reports	Permanently
Insurance policies	Life of policy + 3 years
Loans	Term of loan + 7 years
Mutual fund annual statements	7 Years
Retirement plan annual reports	Permanently
Tax returns	7 Years
W-2s	7 Years
Year-end brokerage statements	7 Years
1099s	7 Years