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## Personal Records Retention Schedule

Some documents and records need to be kept indefinitely, but most can be discarded after a prescribed period. To help you determine which records you should retain and for how long, we are providing the following schedule.

**Keep in mind that this schedule is only a guide and special circumstances can alter the retention period.**

### **Keep Indefinitely:**

- Adoption Papers
- Birth Certificates
- Custody Agreements
- Death Certificates
- Deeds to Property
- Divorce Papers
- Income Tax Returns (Supporting documentation may be discarded after 6 yrs.)
- List of Assets (keep current)
- List of Previous Employers
- Loans that have been paid off (Keep canceled notes or other evidence.)
- Marriage Certificates
- Passports
- Photographic or video record of house and household contents).
- Record of any governmental employment (e.g., armed forces).
- Tax forms and supporting records related to non-deductible IRA contributions.
- Tax forms and supporting records related to sale of a home.

### **Keep these for a prescribed period**

### **Retention Period**

Bank statements .....	6 yrs.
Brokers' confirmation slips for purchases .....	until security is sold
Canceled checks .....	6 yrs.
Contracts .....	7 yrs. after expiration
Credit card statements .....	6 yrs.
Receipts for home improvements that can be added to tax basis of home (after home is sold in a transaction that is not a "rollover" transaction) .....	6 yrs.
Insurance papers (all types) .....	4 yrs. after expiration
Mortgage records .....	3 yrs. after paid off
Owners' manuals for appliances .....	until item is discarded
Receipts for major warranted purchases .....	until discarded or sold
Records supporting income tax returns and deductions (W-2s, 1099s, receipts) .....	6 yrs.
Warranties and extended service agreements .....	until expiration

### **Throw Out Now:**

- Owners' manuals and warranties for appliances and cars you no longer own.
- Receipts for credit card purchases, if not major or related to a tax deduction.