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Individual Record Retention Schedule

Good recordkeeping can cut your taxes and make your financial life easier. How long to keep records is a combination of judgment and state and federal statutes of limitations. Since federal tax returns can generally be audited for up to three years after filing and up to six years if the IRS suspects underreported income, it's wise to keep tax records at least seven years after a return is filed. Requirements for records kept electronically are the same as for paper records. Generally, follow these recommended retention periods for various documents

RECORDS	RETENTION PERIOD (In Years)
Tax returns (uncomplicated)	7
Tax returns (all others)	Permanent
W-2s	7
1099s	7
Cancelled checks supporting tax deductions	7
Bank deposit slips	7
Bank statements	7
Charitable contribution documentation	7
Credit card statements	7
Receipts, diaries, logs pertaining to tax return	7
Investment purchase and sales slips	Ownership period + 7
Dividend reinvestment records	Ownership period + 7
Year-end brokerage statements	Ownership period + 7
Mutual fund annual statements	Ownership period + 7
Investment property purchase documents	Ownership period + 7
Home purchase documents	Ownership period + 7
Home repair receipts and cancelled checks	Warranty period for item
Retirement plan annual reports	Permanent
IRA annual reports	Permanent
IRA nondeductible contributions (Form 8606)	Permanent
Insurance policies	Life of policy + 3 (check with your agent. Liability for prior years can vary)
Divorce documents	Permanent
Loans	Term of loan + 7
Estate planning documents	Permanent