



**Individual Record Retention Guidelines**

Tax Returns and supporting documents (incl. receipts, diaries, logs, etc) (uncomplicated)	7 years
Tax Returns and supporting documents (includes Gift Tax Returns – Form 709; Estate Tax Returns – Form 706)	Permanent
W-2's	7 years
1099's	7 years
Checks (cancelled & supporting tax deductions)	7 years
Bank (statements and deposit slips)	7 years
Charitable contribution documentation	7 years
Investment purchase and sales slips	Ownership period + 7 years
Dividend Reinvestment records	Ownership period + 7 years
Mutual fund annual statements	Ownership period + 7 years
Investment property purchase	Ownership period + 7 years
Home purchase documents	Ownership period + 7 years
Home improvement and repairs receipts and cancelled checks	Ownership period + 7 years
Retirement Plan annual report	Permanent
IRA annual reports & nondeductible contributions Form 8606	Permanent
Divorce Documents	Permanent
Loans	Term of loan + 7 years
Estate planning documents (Wills, Community Property Documents, Powers of Attorneys, Codicils)	Permanent
Life Insurance Policies	Life of policy + 3
IRS Audit Results	Permanent
Insurance Records (current)	Permanent
Deeds, Mortgages and Bills of Sale	Permanent

Cordell, Neher & Company, PLLC's Individual Record Retention Schedule is meant only to be a suggestion and in no way, shape or form meant to be legal advice. The accuracy and completeness of any of the information is not guaranteed. In any matters that are not certain, please contact your legal counsel.