



**Individual Record Retention Guidelines**

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|--|----------------------------|
| 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                  |
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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.