



CA\$H REWARDS for ANONYMOUS TIPS
217- 373-TIPS 373TIPS.com P3Tips App

Record Retention Guidelines

Income Tax Returns	Tax Returns -forever, Supporting Documents-6 years
Pay Stubs	Until reconciled with annual W-2
Medical Records	Forever
Vital Records*	Forever
Legal Records	Forever
Life Insurance Policy	Life of the policy plus 3 years
Health Insurance Documents	Life of the policy plus 2 years
Medical Bills/Statements	5 years after treatment
Auto Insurance	Until policy is renewed
Homeowner's Insurance	Until policy is renewed
Accident Reports/Claims	6 years
Bank Statements	2 years
Bank transactions (<i>deposit slips, ATM, debit card receipts</i>)	Until reconciled with bank statement
Canceled Checks	1 year (<i>unless needed for tax purposes</i>)
Credit Card Statements	2 years (<i>unless needed for tax purposes</i>)
Stocks/Bond Purchases	Until investment is sold plus 6 years
Utility Bills	1 year
Mortgage Documents	6 years after agreement is settled
Home Improvement Bills	Until property is sold plus 3 years
Loan Documents	As long as item is owned
Vehicle Records	Until vehicle is sold
Contracts	Life of contract plus 3 years
Receipt-Major Purchase	Until item is sold

*Vital records include: adoption papers, birth/death certificates, citizenship papers, marriage certificates, wills, diplomas, divorce decrees, military records, Social Security records, health directives, copyrights/patents, power of attorney, etc.

This information is for general guidance only. Always check with your tax or legal advisor before destroying records.