

Individuals should retain the listed records for the time periods indicated:

Permanently	Six (6) years from the later of the tax return due date or filing date. All records related to a return should be kept for at least six years if there is any concern the IRS could show a significant understatement of gross income on the return.	Three (3) years from the later of the tax return due date, the filing date or the tax life of the asset. All records related to a return should be kept for at least six years if there is any concern the IRS could show a significant understatement of gross income on the return.	One (1) year	Temporary
<p>CPA Audit Reports</p> <p>Legal Records</p> <p>Important Correspondence</p> <p>Income Tax Returns</p> <p>Income Tax Payment Checks</p> <p>Investment Trade Confirmations</p> <p>Retirement and Pension Records</p> <p>Year-end statements of Mutual Fund and IRA contributions</p>	<p>Supporting Documents For Tax Returns</p> <p>Accident Reports and Claims</p> <p>Medical Bills (if tax-related)</p> <p>Property Records / Improvement Receipts</p> <p>Sales Receipts</p> <p>Wage Garnishments</p> <p>Other Tax-Related Bills</p> <p>Stock and Bond Records for 6 years beyond selling</p>	<p>Credit Card Statements</p> <p>Medical Bills (in case of insurance disputes)</p> <p>Utility Records</p> <p>Expired Insurance Policies</p> <p>Depreciation Schedules and Other Capital Asset Records keep for 3 years after the tax life of the asset</p>	<p>Monthly and quarterly statements of Mutual Fund and IRA contributions until Year-End statement is received</p>	<p>Car records, until the car is sold</p> <p>Credit card receipts until verified on your statement</p> <p>Insurance policies until terminated</p> <p>Mortgages / Deeds / Leases until years beyond the agreement</p> <p>Pay Stubs until reconciled with W-2</p> <p>Property Records / improvement receipts until property sold</p> <p>Sales Receipts until expiration of warranty</p> <p>Warranties and Instructions for the life of the product</p> <p>Other bills, keep until payment is verified on the next bill</p>