

<b><u>Records To Be Retained</u></b>	<b><u>Retention Period</u></b>
<b>PERSONAL DOCUMENTS</b>	
IRA & Mutual Fund Contribution Statements	Permanent
Investment Trade Confirmations	Permanent
retirement and Pension Records	Permanent
Property Record / Improvement Receipts	Permanent or 6 years after property is sold
Legal Records	Permanent
Accident Reports and Claims	6 years
Medical Bills (if tax related)	6 years
Sales Receipts	6 years or life of warranty
Wage Garnishments	6 years
Credit Card Statements	3 years
Medical Bills (in case of insurance disputes)	3 years
Utility Records	3 years
Expired Insurance Policies	3 years
Car Records	keep until car is sold
Credit Card Receipts	keep until verified on your statement or return policy
Insurance Policies	keep for life of the policy
Mortgages / Deeds / Leases	keep 6 years beyond the agreement
Paystubs	keep until reconciled with your W-2
Warranties and Instructions	keep for the life of the product

These recommendations on document retention are general guidelines.