

## RECORD RETENTION GUIDELINES

<u>Type of Record</u>	<u>Retention Period</u>
Cancelled Checks	7 years
Bank Statements	7 years
Bills for business activities	7 years
Credit card numbers	Keep current
Credit card statements	7 years
Household inventory	Keep current
Medical	Keep current
Insurance policies	Permanent
Birth certificates	Permanent
Contracts (i.e. employment)	7 years after expiration
Marriage certificate	Permanent
Divorce papers	Permanent
Military service	Permanent
Loans and promissory notes	3 years after the loan is paid off
Mortgage records and home improvement records	As long as you own your home or roll over profits into a new home
Receipts for major household purchases	As long as you own item
Stock and bond certificates/statements	3 years after item is sold
Vehicle titles	3 years after item is sold
Warranties	Until expiration
Security purchases	3 years after item is sold
Tax returns	Permanent