



Recommendations on Document Retention for Individuals

General Financial Records	
Record Type	Retention Period (Years)
Auditor' s reports	Permanent
Bank debt deduction	7
Bank deposit slips, reconciliations, statements	4
Checks – cancelled	4
Contracts – purchase and sales	7*
Depreciation records on rentals or home office	4*
General Correspondence	3
Home improvement records	7
Insurance policies	6*
Investment records	7
Lease agreements	7*
Real estate records	Permanent
Tax returns and cancelled checks (federal, state and local)	Permanent
Worthless securities	7
* Retention periods begin after termination, expiration, disposal, etc. of item	

The recommendations on Document Retention are general guidelines.

These guidelines are NOT advice for any specific circumstance.