

<b><i>ACCOUNTING RECORDS</i></b>	<b><i>RETENTION PERIOD</i></b>
Accident Reports and Claims	7 Years
Alimony, Custody of Prenuptial Agreements	Permanent
Bank Statements	2 Years
Birth & Death Certificates	Permanent
Certificates of Deposit Statements (After Maturity)	7 Years
Charitable Contributions	7 Years
CPA Audit Reports	Permanent
Detailed List of Financial Assets Held	Permanent
Forms W-2 Received	7 Years
House Records (Cancelled Checks for Purchase, Major Improvements & Maintenance)	Permanent
Insurance Policies (After Expiration)	3 Years
Investment Trade Confirmations (Ownership Period)	7 Years
IRA Records (Deductible & Nondeductible After IRA Termination)	Permanent
Legal Records	Permanent
Loan Records (Termination of Loan +)	7 Years
Major Purchase Receipts (Ownership Period +)	7 Years

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Medical Bills (After Payment)	Keep with Tax Returns if Deducted
Medical Records	Permanent
Military Papers	Permanent
Photos or Videotape of Valuables	Permanent
Real Estate Documents (After Property is Disposed of & Taxes Paid)	7 Years
Retirement & Pension Records	Permanent
Schedule K-1's From Partnerships or S Corporations (After Disposition of Interest)	7 Years
Tax Return Copies (Uncomplicated)	7 Years
Trust Agreements	Permanent
Wills	Permanent
Year-End Brokerage Statements (Ownership Period +)	7 Years

**NOTE:** Documents establishing basis of trade, business or investment assets, or taxpayer's principal residence should be retained for seven (7) years beyond the date of the filling of the tax return for the year in which the asset was disposed.

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