



Ambrosi Donahue Congdon
CERTIFIED PUBLIC ACCOUNTANTS

Record Retention Guide for Individuals

**The following serves as a general guideline for record retention, both electronic and paper.
Please contact Ambrosi Donahue Congdon to answer any questions or concerns you may have
regarding record retention.**

INDIVIDUAL RECORDS	SUGGESTED RETENTION PERIOD
Copies of tax returns as filed	P
Medical receipts	7
Forms 1099 received	7
Forms W2 received	P
401 K/Keogh statements	7*
IRA Statements (deductible & nondeductible)	7/P
Loan records	7*
Annuity Year-end Statements	7*
Insurance Policies - Life	P
Insurance Policies - Other	7
Major Purchase Receipts	7
Year-end brokerage statements/trade confirmations	7*
Certificates of deposit statements	7
Schedule K-1s from Partnership or S Corporation	7*
House records (cancelled checks for purchase of major Improvements and maintenance)	P
Birth and death certificates	P
Medical Records	P
Wills	P
Trust agreements	P
Detailed list of financial assets held	P
Alimony, custody of prenuptial agreements	P
Military papers	P
Photos or videotape of valuables	P

P = permanent records

Numeric = retention period in years

*7 years following disposition, termination, or payoff.