

## SHREDDING PERSONAL RECORDS

With year end rapidly approaching you may be cleaning through records wondering what to save and what to toss. Here are some general guidelines to help you determine which records you must hold on to. Before you start, check with your tax and legal advisors. If you don't, you may get rid of something you really need to keep.

Personal records	1 year	3 years	7 years	Permanent
Bank statements and deposit slips			X	
Brokerage statements (year end), investment purchase and sale records, mutual fund annual statements, and dividend reinvestment records			X <sup>1</sup>	
Brokerage and mutual fund statements (monthly and quarterly)	X			
Credit card statements			X	
Estate planning documents				X
Home improvement records (canceled checks, receipts, etc.)			X <sup>1</sup>	
Home purchase documents			X <sup>1</sup>	
Insurance policies (other than life)			X <sup>2</sup>	
IRA and retirement plan documents and statements				X
Legal documents				X
Life insurance policies				X
Loan records/Forms 1098			X <sup>1</sup>	
Medical bills (insurance-related)		X		
Medical bills (tax-related)			X	
Medical records				X
Paycheck stubs (until you reconcile them with your W-2)	X			
Tax returns				X
Tax return supporting documents (canceled checks, receipts, charitable contribution documentation, etc.)			X	
W-2s and 1099s			X	

<sup>1</sup> After ownership period or loan term ends

<sup>2</sup> After policy expires