

Archiving Records

Accounts payable & receivable ledgers	3 years
ATM receipts	record and discard
Bank deposit slips and reconciliations	3 years
Bank statements and cancelled checks	3 years
If your bank can provide	3 months
Budgets	7 years
Check register	3 years
Checks for deductible expenses	at least 7 years
Checks for home improvements	until home sells
Credit card bills	1 to 3 months
If no sales slip exists for deductible expenses	at least 7 years
Depreciation schedules	permanent
Financial Statements:	
Interim	5 years
Year-end	permanent
Annual audit/review	permanent
Other notices etc.	act on them or discard
General ledgers	permanent
Home repair bills—Pass them on to the next owner	as long as home is owned
Insurance bills	1 month
Insurance policies	as long as they are in effect
Home insurance	suggested 5 years
If you foresee any issues in the future	10 years
Legal documents and certificates	as long as they are in effect
keep copy at home, original in safety deposit box	
Medical: premium statements, doctor bills, copies of prescriptions, hospital bills, dentist bills	5 years
Mortgage	as long as home is owned
Mortgage bills	1 month
Office equipment records	as long as equipment is owned or operating
Pay stubs	for current year
Pension records	permanent
Stock records	as long as you own stock, plus 6 years
discard monthly statements if year-end summary is given	
Tax bills and statements	permanent
Tax returns	permanent or at least 7 years
Utility bills—If writing them off your taxes, keep with tax records	1 to 3 months
Warranty documents	until expiration date