



How Long to Keep Your Documents

It's an anxiety filled struggle we all go through... deciding what documents we need to keep and for how long. To help ease the anxiety, and clear the clutter, we have put together the following list for your reference.

Indefinitely... with copies!

- Trust Document
- Durable Power of Attorney
- Healthcare Directive
- Last Will & Testament
- List of special bequests

Indefinitely

- Tax returns & reports
- Deeds, titles & abstracts
- Insurance liability policies
- Financial statements
- Audit reports
- Investment account/property cost basis

If you own a business:

- Plant ledgers
- Invoice registers
- Capital-stock ledgers
- Books of original entry
- Cost ledgers
- Personnel records
- Credit histories
- Minutes books
- General ledgers
- Audit reports

Dispose After 7 Years

- Closed contracts (personal & business)
- Bank statements
- Cancelled checks
- Accounts-payable files including purchase orders, invoices, etc.
- Commission records
- Accounts-receivable ledgers
- Payroll checks
- Payroll journals
- Shipping records
- Duplicates of invoices

Dispose After 4 Years

- Time cards
- Year-end investment statements
- Cost basis of sold property

Dispose After 3 Years

- Insurance policies (non-liability) after they expire
- Bank deposit receipts
- Duplicates of checks

Additional copies of this form are available at www.insightfa.com/client-corner/