

How Long Should You KEEP IMPORTANT PAPERS?

FOREVER

- Birth certificates
- Death certificates
- Marriage licenses
- Divorce decrees
- Social Security cards
- Military discharge papers
- Defined benefit plan documents
- Estate planning documents
- Life insurance policies
- Receipts for major purchases
- IRA/investment contribution statements
- Income tax payment checks
- Pension plan documents
- Inventory of your safe deposit box (share a copy w/ your lawyer or executor)
- ID cards & passports
- Wills, living wills, powers of attorney
- House deeds and mortgage documents
- House records for home improvement and maintenance
- Medical records
- Videos/photos of valuables
- Education records

7 YEARS

- Tax records
- Investment statements (after you've sold the investments)
- Unemployment income stubs
- Medical bills/claims
- Disability records

AT LEAST 1 YEAR

- Loan documents (until paid off)
- Vehicle titles (until you sell the vehicle)
- Investment purchase confirmations
- Social security statements (replace with new ones)
- Utility records – some sources recommend keeping them for 3 years

LESS THAN A YEAR

- ATM receipts (until you reconcile with monthly statement)
- Bank deposit receipts (until you reconcile with monthly statement)
- Credit card receipts (until you reconcile with monthly statement)
- Insurance policies (keep until new ones arrive)
- Investment statements (keep until new ones arrive)