WHAT TO KEEP, WHERE TO STORE & WHEN TO SHRED

1. Originals you rarely need:	Store In	Shred After	Give copies to:
Adoption papers	Bank Safety Deposit Box	Never Discard	Executor, lawyer
Citizenship papers	Bank Safety Deposit Box	Never Discard	Executor
Divorce decree	Bank Safety Deposit Box	Never Discard	Lawyer
Lawsuits	Bank Safety Deposit Box	Never Discard	Lawyer
Household inventory	Bank Safety Deposit Box	Never Discard	Financial advisor
Photos of possessions	Bank Safety Deposit Box	Never Discard	Financial advisor
Military discharge	Bank Safety Deposit Box	Never Discard	
Veteran's papers	Bank Safety Deposit Box	Never Discard	Lawyer

2. Originals you sometimes need	Store In	Shred After	Give copies to:
Birth certificate	Fire and burglar resistant safe at home	Never	
Cemetery deed	Fire and burglar resistant safe at home	Never	Heir
Real Estate Deeds	Fire and burglar resistant safe at home	10 yrs. after property is sold	
Death certificate	Locked filing cabinet	Never	Executor
Diplomas	Locked filing cabinet	Never	
Guardianship arrangements	Fire and burglar resistant safe at home	Never	Executor, guardian
Health records	Fire and burglar resistant safe at home	Never	Doctor
Immunization records	Fire and burglar resistant safe at home	Never	Doctor
Marriage certificates	Fire and burglar resistant safe at home	Never	Executor
Medical Directive	Fire and burglar resistant safe at home	New one signed	Doctor, heir
Naturalization Certificate	Fire and burglar resistant safe at home	Never	
Passports	Fire and burglar resistant safe at home	It expires	Executor, guardian
Powers of Attorney	Fire and burglar resistant safe at home	New one signed	Doctor, heir
Retirement plan benefits	Fire and burglar resistant safe at home	Never	Financial advisor
Social Security card	Fire and burglar resistant safe at home	Never	
Stock/bond certificate	Fire and burglar resistant safe at home	When sold	
Vehicle titles	Fire and burglar resistant safe at home	When sold	
Trusts	Fire and burglar resistant safe at home	New one signed	Executor, heir
Wills	Fire and burglar resistant safe at home	New one signed	Executor, heir

3. Other Documents	Store In	Shred After	Give copies to:
College financial aid	Locked filing cabinet	Ten years after loan is repaid	
Credit report	Fire and burglar resistant safe at home	New one arrives	Financial Advisor
Document inventory	Fire and burglar resistant safe at home	You create a new list	Executor
Employee benefits	Locked filing cabinet	Change jobs	
Employment contract	Fire and burglar resistant safe at home	Change jobs	
Financial statements	Fire and burglar resistant safe at home	New one drafted	
Insurance policies/invoices	Locked filing cabinet	A year after replacing policy	Financial advisor
Letter of Last Instructions	Fire and burglar resistant safe at home	After writing a new one	Executor
Loan Statements	Locked filing cabinet	Ten years after loan is repaid	
Passwords	Fire and burglar resistant safe at home	Change password	
Property tax assessment	Locked filing cabinet	New one arrives	
Receipts (items under warranty)	Locked filing cabinet	Warranty expires	
Receipts (expensive items)	Fire and burglar resistant safe at home	Item sold or donated	
Safe deposit box inventory	Fire and burglar resistant safe at home	Updated	Executor
Social Security statement	Locked filing cabinet	New one arrives	Financial advisor
Transcripts	Locked filing cabinet	You complete another course	
Vehicle registration	Locked filing cabinet	New one arrives	
Vehicle repairs	Locked filing cabinet	Vehicle is sold	
Warranties*	Locked filing cabinets	Disposed of item	

*Note: staple receipts to warranties

4. Tax Documents	Store In	Shred After	Give copies to:
Bank statements	Locked filing cabinet	Seven years	
Canceled checks	Locked filing cabinet	Seven years	
Credit card statements	Locked filing cabinet	Seven years	
Home purchase/improvement*	Locked filing cabinet	Seven years after home is sold	
Tax return/supporting documents	Locked filing cabinet	Seven years after filing date	
Form 8606	Locked filing cabinet	Seven years after IRA is liquidated	

* Deeds, surveys, title policies, blueprints, loan papers, receipts, etc.

5. Investment Documents	Store In	Shred After	Give copies to:
Annuity contracts	Locked filing cabinet	Annuity paid out	Financial advisor
Loan agreements	Locked filing cabinet	Ten years after loan is repaid	
Pension Plan documents	Locked filing cabinet	Never	Financial advisor
Real Estate purchase/ Improvement	Locked filing cabinet	Seven years after property is sold	
Investment account statements	Locked filing cabinet	Seven years after last investment held in account is sold	