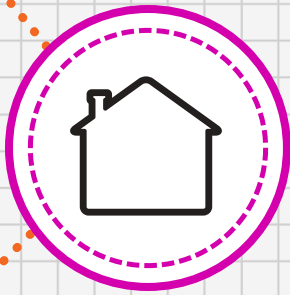


HOW LONG TO KEEP *important documents*

Types of Documents



PERSONAL RECORDS



HOUSE RECORDS



AUTO RECORDS



FINANCIAL RECORDS



HEALTH RECORDS

1-3 months

- Receipts (non-deductible items)
- Deposits / ATM Slips

1 year

- Insurance records (expired)
- Mortgage statements
- Insurance records (expired)
- Credit card statements
- Billing statements
- Checkbook ledgers
- Pay stubs
- Charitable contributions
- Business / Income documents
- Medical statements
- Doctor/dentist bills

7 years

- Tax returns and documentation including:
 - Tax forms
 - Receipts (deductible items)
 - Receipts (charitable contributions)
 - Mileage records
 - Medical bills
- Medical bills
- Contracts
- Real estate records

indefinitely

- Birth certificates
- Death certificates
- Marriage certificates
- Divorce decrees
- Social Security / Social Insurance cards
- Military discharge papers
- ID cards and Passports
- Wills
- Current Educational records
- Life Insurance policies
- Power of attorney
- Inventory of your safe deposit box