

How Long Should I Keep It?

Auto Records: As long as you own the vehicle.

Appointment Books (past): Up to ten years, depending on your comfort level.

ATM Slips: Until reconciled, or six years if related to tax purposes. Store these with your bank statement.

Bank Statements: Keep for one year.

Checks: Six years only if related to taxes, business expenses, or mortgage.

Contracts: Six years after completion.

Credit Card Statements: Six years for tax-related purchases; otherwise, until you receive the interest statement issued by the company annually.

Catalogs and Magazines: Until the next issue arrives.

Dividend Payment Records: Until you receive your annual statement.

Health Records: Permanently.

Home Improvements: As long as you own the home. Store these with your tax records.

Household Inventory and Appraisal: As long as you own the home. Store these with your tax records. Remember to update this annually.

Insurance Policies (Auto, Homeowners, Liability): For the life of the policy.

Insurance Policies (Disability, Medical, Life, Personal Property, Umbrella): For the life of the policy.

Investment Purchase Records: As long as you own the investments (keep monthly/quarterly statements only until you receive the annual statement).

Mortgage or Loan Discharge: As long as you own the home, or six years after the discharge.

Pay Stubs: Until they're verified by a W-2 statement.

Property Bill of Purchase: As long as you own the property.

Receipts: Until reconciled, only keep them further if you'll need them for warranty or tax purposes.

Resumes: Until they're superseded. (Update periodically)

Safe-Deposit Box Key and Inventory: As long as they're current.

Statements: (ex. Bank) Keep those w/out tax related information until they're reconciled, or up to a year depending on your comfort level. Those w/tax related information should be kept 7 years with corresponding taxes. (ex. Retirement or Savings) Keep quarterly statements until you receive a year-end statement; then keep yearly statements as long as you own the investment.

Tax Records: Current year plus six years prior (check with your accountant if you have specific questions).

Utility Bills: Until they're paid (you can call the company if needed).

Vital Records and Documents (such as birth certificates and medical records): Permanently.

Wills, Trusts, Estate Plans: Permanently.