

## HOW LONG SHOULD YOU SAVE RECORDS?

### TYPE OF RECORD

### HOLDING PERIOD

#### **FAMILY PAPERS:**

Birth, marriage and death certificates, divorce and settlement papers, military discharge papers, adoption papers, school transcripts and diplomas.

***INDEFINITELY***

#### **HEALTH RECORDS:**

Copies of forms showing immunization, hospital stays, and operations.

***INDEFINITELY***

#### **GOVERNMENT DOCUMENTS:**

Social Security card, passport.

***INDEFINITELY***

#### **ESTATE MATERIALS:**

Wills, Trusts, Powers of Attorney and burial instructions.

***INDEFINITELY***

#### **TAX RECORDS:**

Return and supporting documents.

***SEVEN YEARS*** (Required by government)

#### **PROPERTY RECORDS:**

Mortgages, Deeds, titles, loan agreement, photos as and I.D. numbers of valuables.

***AS LONG AS YOU OWN PROPERTY*** (Plus several year proof of paid off loans)

#### **HOME IMPROVEMENT RECORDS:**

Receipts, contracts and record of costs.

***UNTIL HOME IS SOLD*** and tax liability is settled

#### **INSURANCE RECORDS:**

Policies and household inventory, appraisals and photos.

***FOUR YEARS AFTER POLICY EXPIRATION***  
Update inventory annually

#### **INVESTMENT RECORDS:**

Securities, buy/sell orders, cancelled checks, statements and contracts for retirement plans.

***MINIMUM THREE YEARS BEYOND SALE*** (Retirement materials indefinitely)

#### **BANK ACCOUNT RECORDS:**

Cancelled checks, registers, statements, receipts. *Certificates of Deposits (C.D. 's).*

***AS LONG AS NEEDED FOR TAX MATTERS***  
*Until maturity*

**TYPE OF RECORD**

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**CREDIT ACCOUNT RECORDS:**

List of cards and records of payment.

***UNTIL OBLIGATION IS DISCHARGED*** (longer if needed to support tax deductions)

**MASTER LIST OF ASSETS AND LIABILITIES:**

Record of financial accounts, property owned, insurance coverage and taxes.

***UPDATE ANNUALLY***

**SAFE DEPOSIT BOX INVENTORY**

***INDEFINITELY*** (Update changes accordingly)

