



SHRED OR KEEP?

A QUICK GUIDE FOR ALL THOSE PAPER PILES

Keep in a Safe Place

- Birth & Death Certificates
- Social Security Card
- Passport
- Pension Plan Documents
- ID Cards
- Marriage License
- Divorce Decree
- Custody Order
- Business Licenses
- Wills & Living Wills
- Power of Attorney
- Military Records
- Life Insurance Policy
- House Deed
- Mortgage Documents

Keep Until...

- Warranty Documents and Receipts - Keep until Warranty Ends
- Insurance Policy - Keep until Policy Expires
- Loan Documents - Keep Until it's Paid Off
- Stock Purchase - Keep Until Stock is Sold

Shred When You Get the Next...

- Social Security Statement
- Annual Insurance Policy
- Retirement Plan Statements
- Investment Statements
- Brokerage Statements
- Bank Statements
- Utility Bills



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Shred Once It's On Your Statement

- Bank Deposit Slips
- Credit Card Receipts
- Other Receipts Unless Needed for Warranty

Shred After One Year

- Pay Stubs
- Bank Statements
- Credit Card Statements
- Medical Bills (One Year After Payment or Seven Years After Deducted on Tax Returns.

Shred After Seven Years

- Tax Returns & Supporting Documentation
- Records of Large Business Purchases
- (Can scan and save electronic copies of both on a flash drive in a safe or safety deposit box)

Shred Tips:

- Most office stores shred documents for around \$1/lb.
- Some local credit unions have shred days where you can shred for free.