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Paper Retention Guidelines

Keep Indefinitely:

- ▶ Adoption papers
- ▶ Birth certificates
- ▶ Citizenship Papers
- ▶ Custody agreements
- ▶ Death certificates
- ▶ Deeds to property
- ▶ Divorce papers
- ▶ Health Records
- ▶ List of assets (keep current)
- ▶ List of previous employers
- ▶ Loans that have been paid off (canceled notes or other evidence)
- ▶ Marriage certificates
- ▶ Passports
- ▶ Photographic or video record of house and household contents
- ▶ Powers of Attorney
- ▶ Record of any governmental employment (e.g., armed forces)
- ▶ Social Security Documents and Cards
- ▶ Income tax returns (supporting documentation may be discarded after seven years)
- ▶ Tax forms and supporting records relating to non-deductible IRA contributions
- ▶ Tax forms and supporting records relating to sale of a home
- ▶ Titles of Ownership
- ▶ Trust Documents
- ▶ Wills

Keep for a specific Time Period:

- ▶ Bank statements seven years
- ▶ Brokers' confirmation slips for purchases until security is sold
- ▶ Copies of Checks (that have tax implications) seven years
- ▶ Contracts seven years after expiration
- ▶ Credit card statements (that have tax implications) seven years
- ▶ Receipts for home improvements that can be added to tax basis of home
Seven years after home is sold in a transaction that is not a "rollover" transaction
- ▶ Insurance papers (all types of insurance) four years after expiration
- ▶ Investment Statements- until you receive the next statement
- ▶ Mortgage records three years after paid off
- ▶ Owners' manuals for appliances until item is discarded
- ▶ Receipts for major warranted purchases until item is discarded or sold
- ▶ Records supporting income tax returns and deductions (W-2s, 1099s, receipts) seven years
- ▶ Warranties and extended service agreements until expiration