



Miscellaneous Important Documents (Part 1)					
	Document	Location (Original)	Location (Copy)	How Long to Keep	
<b>General</b>	Safe deposit box inventory			Permanently	
	Critical computer ID's & Passwords			Permanently	
<b>Personal &amp; Family</b>	Marriage Certificate			Permanently	
	Prenuptial Agreement			Permanently	
	Divorce & separation papers			Permanently	
	Birth Certificate & on papers			Permanently	
	Religious papers and certificates			Permanently	
	Guardianship, custody agreements and papers			Permanently	
	Court decrees			Permanently	
	Naturalization and citizenship papers			Permanently	
	Passports and visas			Permanently	
	Medical history and prescription drug record			Permanently	
	Military records and discharge papers			Permanently	
	Employment records			Permanently	
	Original Social Security Cards			Permanently	
	Inheritance records			Permanently	
<b>Household</b>	Home deed and closing statement			7 years after sold	
	Home Mtg. title insurance policy, property survey & appraisals			Until home sold	
	Home improvement records and recipes			Until home sold	
		If required for taxes			7 years after sold
	Home bill of sale, mortgage release/related papers			7 years	
	Water share certificates			Until sold	
	Property tax assessment			7 years	





<b>Household Cont.</b>	Household inventory , receipts, photographs, video tapes and other records			Permanently
	Auto, boat, plane, other vehicles ownership papers/titles			Until sold
	Auto, boat, plane, other vehicle sales contract, receipts, maintenance recodes, license information and lease agreements			Until sold
	Appliance/home equipment manuals, warranties and maintenance records			Permanently
	Appliance/home equipment receipts			-
	If permanently installed			Permanently
	If not permanently installed			Until sold
	Personal property, artwork, valuable receipts and appraisals			Until sold
	Home/apartment lease agreements			While leasing/renting
<b>Household Finances</b>	Checking account statements			1 year
	Keep in mind you can sign up for on-line access that usually includes the ability to archive this type of information.			-
	Checkbook records			7 years
	Checks (not tax-deductible)			2 years*
	Checks (tax-deductible)			7 years
	Credit card/charge card statements			2 years*
	Keep in mind you can sign up for on-line access that usually includes the ability to archive this type of information.			-
	Receipts (not tax-deductible)			2 years*
	Receipts (tax-deductible)			7 years
	Rent receipts			2 years
	Salary/wage statements			Until compared at the end of the year with your W-2
	Utility bills			1 year to track usage and assist in budgeting
	If you claimed a home office on your taxes			keep statements for 7 years

