

Record Retention Guidelines

Document	How Long to Keep It
Automobile Records	Until you sell or donate the car. Keep donation records to support tax filings
Bank Receipts (ATM, Deposit) and Statements	Toss receipts after checking them against statement. Keep statements 1 year, unless needed to support tax filings. Check statements for errors or fraud
Birth/Death Certificates, Marriage Licenses, Divorce Decrees, Valid Passports, Education Records, Military Service Records, Adoption Records	Forever*
Cemetery Deeds, Funeral and Burial Contracts	Forever
Credit Card Records	Until next bill comes, unless needed to support tax filings. Toss non-tax related receipts after checking against statement. Check statements for errors or fraud
Home Purchase and Improvement Records, Deed, Home Sale	Until property sold. Keep purchase/sale documents to support tax filings
Household Inventory	Forever; update as needed
Insurance - Life	Forever. If term insurance, toss after term has ended
Insurance - Car, Home, Etc.	Until you renew the policy
Investment Statements, Purchase Confirmations	Keep monthly until quarterly received. Keep quarterly until annual received. Keep proof of purchase price until investment sold
Investment Certificates	Until you liquidate the investment. Keep purchase/sale records to support tax filings
Loan Documents	Until loan is paid off. For mortgage or car loan, keep loan satisfaction letter until title indicates no lien.
Medical Documents	Keep insurance explanations of benefits until bill paid and/or dispute resolved. Keep medical records up to 5 years, including recent test results, list of medications, list of conditions
Paystubs	1 year. Toss after checking them against the W-2
Pension Plan Documents	Forever
Receipts for Large Purchases	Until you sell or discard the item
Savings Bonds	Until they mature and you cash them in
Service Contracts and Warranties	Until you sell or discard the item warrantied
Social Security Card	Forever
Social Security Statement	Until you get your new statement
Tax Records	At least 4, up to 10 years from the filing date
Utility Bills	Until next bill comes
Will, Financial and Health Care POAs	Forever. Toss old versions when updates are made

* Forever means for your entire lifetime. Some records should be maintained by the executor of your estate after your death. Estate financial records should be kept 7 to 10 years or more from the time the estate was settled (not the date of death). Some records, like birth and death certificates may be passed down from generation to generation. Consult your estate attorney for more information.

If you have any questions or need help cleaning out old papers, call us!

Keeping Your Financial Life in Order

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