

Records Retention, Shred/Destroy/Delete Schedule	
Auto & Vehicle	You should:
Accident report	Keep until claim and any accompanying legal actions are resolved.
Registration	Keep until new is received.
Ticket, moving violation	Keep until violation no longer appears on your driving record.
Title & registration	Keep until sale or loss of vehicle
Vehicle purchase papers	
Personal use	1. Keep through the life of the vehicle & until loan records have been properly recorded on credit report.
Professional use (used for business and written off as a tax deduction)	2. Keep through the life of the vehicle plus 7-10 years & until any or all tax issues are resolved & until loan records have been properly recorded on credit report.
Vehicle Oil Change and/or Service Records	Keep in tax records if vehicle or mileage of vehicle was used as a tax deduction.
Banking & Credit	You should:
Bankruptcy decree	Keep permanently
Checking/savings account ATM slips, deposit/withdrawal slips	Keep until reconciled against monthly statement.
Checks, carbons, or credit card receipts	
Consumables (gas, food, restaurants)	1. Keep until reconciled against monthly statement
Medical, resolved (resolved with provider)	2. Keep for 1 year from date of service & until payment is resolved with physician or medical provider and/or insurance
Medical, unresolved (unresolved with provider)	5. Keep until checked against your account & until payment is reconciled with doctor, medical provider or insurance, plus 1 year
Tax deductible (business, medical, donation, etc.)	4. Keep with tax year filed for 7-10 years from date tax return was filed with the IRS
Warranty (Receipt verifying purchase)	6. Keep for the life of the item or for as long as you wish to keep records on the item
Checking / Savings statements	Keep for 7-10 years
Credit card applications	Shred/Destroy immediately
Credit card monthly statements	
Consumables (gas, food, restaurants)	1. Shred/destroy/delete if you have reconciled receipts against statement.
Tax deductible (Business or other)	2. Keep for 7-10 years if any tax related purchases or payments are posted on statement.
Warranty (Receipt verifying purchase)	3. Keep for the life of the item or for as long as you wish to keep purchase records on the item.
Credit reports	Keep permanently
<i>(It should be noted that check carbons are not considered proof documentation by auditing firms or by the IRS. They are however, helpful 'trail markers' or indicators in the event you need to recall an expense on a back statement.)</i>	

Catalogs		
Catalog cover; front and/or back, center order form IF preprinted with name, address and customer number.		Shred/destroy when ready to discard.
Employee / Career Records		You should:
Employee monthly pay stubs		Keep until resolved against year end W-2
Military records, discharge papers		Keep permanently
Insurance		You should:
Auto insurance policy		Keep until new coverage information is received and/or when all claims are resolved.
Homeowners insurance policy		Keep until new coverage information is received and/or when all claims are resolved.
Homeowners insurance riders		Keep original rider agreements for the life time of the item(s) insured.
Investment		You should:
Investment account annual summaries		Keep permanently
Investment account monthly statements		
Statement, NO trade confirmations		1. Keep until reconciled against your investment account annual summary
Statement, WITH trade confirmations		2. Reconcile against year end statement and keep with taxes.
Individual Retirement Account (IRA) contribution records		Keep permanently
Oil lease documentation; additional investment call with check stubs, assignment of title, authority for expenditure (AFE), bill of sale and conveyance, operating agreement, original title agreement, plug & abandonment record		Keep permanently
Legal		You should:
Bankruptcy decree		Keep permanently
Divorce decrees, child custody agreements		Keep permanently
Estate papers; will, trust, power of attorney, living will		Keep until new ones are executed. If loss of intellectual or emotional capacities or fraud may be in play, KEEP all previous wills, trusts, powers of attorneys, living wills etc...
Fingerprint records		Keep permanently
Identification; account numbers, birth dates, maiden names, mother's maiden name, passwords & PIN's, resumes, signatures, social security numbers. Expired; ID cards, medical & dental cards, drivers licenses, school / college / military / employee badges or cards.		Shred/destroy when ready to discard
Jury summons & release of duty form		Keep until new jury summons is received
Passports		Keep until new passport is received; keep even if it is expired.
Vital records; adoption records, birth certificates, citizenship documents, death certificates, marriage licenses, social security cards		Keep permanently

Loan		You should:
Loans, monthly statements		Keep until resolved against year end interest PAID statement.
Loans; opening/closing papers		Keep through the life of the loan plus 7-10 years & until any or all tax issues are resolved & until loan records have been properly recorded on credit report.
Medical		You should:
Medical insurance coverage card		Keep until all claims for that medical year are resolved.
Medical insurance coverage information booklet		Keep with tax records if medical deductions taken on income tax return. Otherwise, Keep until new information booklet arrives & until all claims for past year are resolved with physician and insurance company.
Medical insurance statements, EOB's		
Statements, non-tax deduction		1. Keep for 1 year from date of service & from date payment was resolved with physician or medical provider and/or insurance
Statements, tax deductions		2. Keep with tax year filed for 7-10 years from date tax return was <i>resolved with the IRS</i>
Personal medical records (x-rays, lab results etc...)		Keep permanently
Prescription bottle with Rx labels		Keep until prescription is finished. Remove and destroy label or return bottle to your pharmacy for destruction.
Prescription instructions and product information		Keep for lifetime of the prescription; unless a bad or allergic reaction occurs, then keep permanently.
Prescriptions, unfilled		Keep until expired or no longer intend to use, shred
Verification of Prior Insurance Coverage		Keep <u>all</u> of them permanently
Real Estate		You should:
Deeds, titles, title insurance, inspections, surveys for real property, mineral rights, burial lots		Keep for duration of ownership, plus 7-10 years & until any or all tax issues are resolved & until loan records have been properly recorded on credit report.
Capital Improvement Records		Keep until claimed on income taxes. (Then keep with income taxes for 7-10 years from date tax return was reconciled with the IRS.)
Student		You should:
Student papers with student ID number. (Often it is h/her social security number.)		Keep until information is no longer relevant.
Student report cards		Keep until resolved against year end report card.
Student transcripts, SAT & ACT results		Keep permanently

Tax		You should:
Property tax statements		Keep for the life of the property plus 7-10 years from last year property taxes were claimed on income taxes and fully resolved with the IRS and local tax entities.
Tax audit & supporting documentation		Keep permanently
Tax documentation; receipts etc.		Keep with tax year filed for 7-10 years from date tax return was <i>reconciled with the IRS</i>
Tax preparation rough or mistaken drafts etc...		Keep until federal tax return is finalized & filed.
Tax returns		Keep permanently
Travel		You should:
Personal Travel ; airline tickets, baggage claim slips, itineraries, hotel key cards		Shred / Destroy once travel is complete, luggage claimed and any outstanding billing issues resolved. Destroy hotel key card once travel is completed.
Professional Travel and/or tax deductible travel ; airline tickets, baggage claim slips, itineraries, hotel key cards		Keep with tax year filed for 7-10 years from date tax return was <i>reconciled with the IRS</i>
Utility		You should:
Utility bills (electric, gas, cell phone, telephone, water etc.)		
Utilities, non-tax deductible		1. Keep until paid if you have no history of disagreement with institution
Utilities, tax deductible		2. Keep with tax year filed for 7-10 years from date tax return was <i>reconciled with the IRS</i>
<p><i>Disclaimer; There will always be exceptions to the guidelines established in this document. These guidelines do not replace the advice of your financial or legal advisor. Linda Ely, Organizing Matters is not responsible for intentional or accidental destruction or discarding of any documents.</i></p>		

Linda Ely is the owner of Organizing Matters, an Organization Consultant and member of NAPO, National Association of Professional Organizers. Linda is the founder of Faithful Organizers, the only nationwide virtual community of Christian Professional Organizers. **Organizing Matters** is committed to helping clients reach their goal of a more organized home, workplace and schedule. To learn more, visit www.OrganizingMatters.com or e-mail her at info@OrganizingMatters.com