

Records Retention, Shred Schedule	
<b>Auto &amp; Vehicle</b>	<b>You should:</b>
<b>Accident report</b>	<b>Keep until claim and any accompanying legal actions are resolved.</b>
<b>Registration</b>	<b>Keep until new is received.</b>
<b>Ticket, moving violation</b>	<b>Keep until violation no longer appears on your driving record.</b>
<b>Title &amp; registration</b>	<b>Keep until sale or loss of vehicle</b>
<b>Vehicle purchase papers</b>	
<b>Personal use</b>	1. <b>Keep through the life of the vehicle</b> & until loan records have been properly recorded on credit report.
<b>Professional use</b> (used for business and written off as a tax deduction)	2. <b>Keep through the life of the vehicle plus 7-10 years</b> & until any or all tax issues are resolved & until loan records have been properly recorded on credit report.
<b>Vehicle Oil Change and/or Service Records</b>	<b>Keep in tax records</b> if vehicle or mileage of vehicle was used as a tax deduction.
<b>Banking &amp; Credit</b>	<b>You should:</b>
<b>Bankruptcy decree</b>	<b>Keep permanently</b>
<b>Checking/savings account ATM slips, deposit/withdrawal slips</b>	<b>Keep until reconciled against monthly statement.</b>
<b>Checks, carbons, or credit card receipts</b>	
<b>Consumables</b> (gas, food, restaurants)	1. <b>Keep until reconciled against monthly statement</b>
<b>Medical, resolved</b> (resolved with medical provider)	2. <b>Keep for 1 year</b> from date of service & until payment is resolved with physician or medical provider and/or insurance
<b>Medical, unresolved</b> (unresolved with medical provider)	5. <b>Keep until checked against your account &amp; until payment is resolved with doctor, medical provider or insurance, plus one year</b>
<b>Tax deductible</b> (business, medical expenses, donation receipts, etc.)	4. <b>Keep with tax year filed for 7-10 years</b> from date tax return was <b>reconciled with the IRS</b>
<b>Warranty</b> (Receipt for expensive items or items on which, you wish to keep purchase records)	6. <b>Keep for the life of the item</b> or for as long as you wish to keep records on the item
<b>Checking / Savings statements</b>	<b>Keep for 7-10 years</b>
<b>Credit card applications</b>	<b>Shred immediately</b>
<b>Credit card monthly statements</b>	
<b>Consumables</b> (gas, food, restaurants)	1. <b>Shred</b> if you have reconciled receipts against statement.
<b>Tax deductible</b> (Business or other expense etc.)	2. <b>Keep in tax records</b> if any tax related purchases or payments are posted on statement.
<b>Warranty</b> (Receipt for expensive items or items on which, you wish to keep purchase records)	3. <b>Keep for the life of the item</b> or for as long as you wish to keep purchase records on the item.
<b>Credit reports</b>	<b>Keep permanently</b>
<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>	

<b>Catalogs</b>		
<b>Catalog cover; front and/or back, centerfold order form IF</b> preprinted with name, address and customer number		<b>Shred</b> when you're ready to discard.
<b>Employee / Career Records</b>		<b>You should:</b>
<b>Employee monthly pay stubs</b>		<b>Keep until reconciled against year end W-2</b>
<b>Military records, discharge papers</b>		<b>Keep permanently</b>
<b>Insurance</b>		<b>You should:</b>
<b>Auto insurance policy</b>		<b>Keep until new coverage information is received and/or when all claims are resolved.</b>
<b>Homeowners insurance policy</b>		<b>Keep until new coverage information is received and/or when all claims are resolved.</b>
<b>Homeowners insurance riders</b>		<b>Keep original rider agreements for the life time of the item(s) insured.</b>
<b>Investment</b>		<b>You should:</b>
<b>Investment account annual summaries</b>		<b>Keep permanently</b>
<b>Investment account monthly statements</b>		
<b>Statement, NO trade confirmations</b>		<b>1. Keep until reconciled against your investment account annual summary</b>
<b>Statement, WITH trade confirmations</b>		<b>2. Reconcile against year end statement, Keep in tax records.</b>
<b>Individual Retirement Account (IRA) contribution records</b>		<b>Keep permanently</b>
<b>Oil lease documentation;</b> 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		<b>Keep permanently</b>
<b>Legal</b>		<b>You should:</b>
<b>Bankruptcy decree</b>		<b>Keep permanently</b>
<b>Divorce decrees, child custody agreements</b>		<b>Keep permanently</b>
<b>Estate papers;</b> will, trust, power of attorney, living will		<b>Keep until new ones are executed. **If** loss of intellectual or emotional capacities or fraud is suspected, KEEP all previous wills, trusts, powers of attorneys, living wills etc...</b>
<b>Fingerprint records</b>		<b>Keep permanently</b>
<b>Identification;</b> account numbers, birth dates, maiden names, passwords & PIN's, Resumes, signatures, Social Security numbers. Expired; ID cards, medical & dental insurance ID cards, Drivers licenses, school / college / military / employee ID badges or cards		<b>Shred / Destroy</b> when you're ready to discard.
<b>Jury summons &amp; release of duty form</b>		<b>Keep until new jury summons is received</b>

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

Tax	You should:
Property tax statements	<b>Keep for the life of the property plus 7-10 years</b> from last year property taxes were claimed on income taxes and fully resolved with the IRS and local tax entities.
Tax audit & supporting documentation	<b>Keep permanently</b>
Tax documentation; receipts etc.	<b>Keep with tax year filed</b> for 7-10 years from date tax return was <i>resolved with the IRS</i>
Tax preparation rough or mistaken drafts etc...	<b>Keep until federal tax return is finalized &amp; filed.</b>
Tax returns	<b>Keep permanently</b>
Travel	You should:
Personal Travel; Airline tickets, baggage claim slips, itineraries, hotel card keys	<b>Shred / Destroy</b> once travel is complete, luggage claimed and any outstanding billing issues resolved.
Professional Travel and/or tax deductible travel; Airline tickets, baggage claim slips, itineraries, hotel card keys	<b>Keep with tax year filed</b> for 7-10 years from date tax return was <i>resolved</i> with the IRS.  <b>Destroy</b> hotel card key once travel is completed.
Utility	You should:
Utility bills (electric, gas, cell phone, telephone, water etc.)	
Utilities, non-tax deductible	1. <b>Keep until paid</b> if you have no history of disagreement with institution
Utilities, tax deductible	2. <b>Keep with tax year filed</b> for 7-10 years from date tax return was <i>resolved with the IRS</i>
<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 Durham, Organizing Matters is not responsible for intentional or accidental destruction or discarding of any documents.</i>	

**Linda Durham** is the owner of Organizing Matters, an Organization Consultant and member of NAPO, National Association of Professional Organizers and NSGCD, the National Study Group on Chronic Disorganization. Linda is the founder of Faithful Organizers 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](http://www.OrganizingMatters.com) or e-mail her at [OM@OrganizingMatters.com](mailto:OM@OrganizingMatters.com)