

What to Keep, Where to Store, and When to Shred

A Guide to Safekeeping and Managing Paper Records

Below is a list of what you need to keep, where we recommend you keep it and when you can discard it. Keeping these records stored safely where you and others can find them, can save you time, and greatly increases the likelihood that they will not get lost.

| Tax and investment documents | Store in: | Shred after: | Copies to: |
|-------------------------------------|---------------------------------|------------------------------------|------------------------|
| Annuity Contracts | Locked filing cabinet | Annuity paid out | |
| Bank statements and canceled checks | Locked filing cabinet | 7 years | |
| Credit card statements | Locked filing cabinet | 7 years | |
| Form 8606 | Locked filing cabinet | 7 years after IRA is liquidated | |
| Home purchase/ improvement* | Locked filing cabinet | 10 years after home is sold | |
| Investment account statements | Locked filing cabinet | 7 years after investments are sold | |
| Loan agreements | Locked filing cabinet | 10 years after repaid | |
| Pension plan documents | Locked filing cabinet | Never discard | Financial Professional |
| Real estate purchase/improvements | Locked filing cabinet | 10 years after sold | |
| Stock/ bond certificates | Fire and burglar resistant safe | N/A- Surrender upon sale | |
| Tax return/ supporting documents | Locked filing cabinet | Never discard | |

*Deeds, surveys, title policies, blueprints, loan papers, receipts, etc.

| Original you may need | Store in: | Shred after: | Copies to: |
|---------------------------------|---------------------------------|----------------------|------------------------|
| Adoption papers | Bank safety deposit box | Never discard | Executor, Lawyer |
| Birth certificate | Fire and burglar resistant safe | Never discard | |
| Cemetery deed | Fire and burglar resistant safe | Never discard | Heir |
| Citizenship papers | Bank safety deposit box | Never discard | Executor |
| Death certificates | Locked filing cabinet | Never discard | Executor |
| Diplomas | Fire and burglar resistant safe | Never discard | |
| Divorce decree | Bank safety deposit box | Never discard | Lawyer |
| Guardianship arrangements | Fire and burglar resistant safe | Never discard | Executor, Guardian |
| Health/ immunization records | Fire and burglar resistant safe | Never discard | Doctor |
| Household inventory with photos | Bank safety deposit box | Never discard | Insurance Agent |
| Lawsuits | Bank safety deposit box | Never discard | Lawyer |
| Marriage certificates | Fire and burglar resistant safe | Never discard | Executor |
| Medical directive | Fire and burglar resistant safe | New one signed | Doctor, Heir |
| Military discharge | Bank safety deposit box | Never discard | |
| Naturalization certification | Fire and burglar resistant safe | Never discard | |
| Passports | Fire and burglar resistant safe | Shred after replaced | |
| Powers of attorney | Fire and burglar resistant safe | New one signed | Attorney-In-Fact |
| Real estate deeds | Fire and burglar resistant safe | 10 years after sold | |
| Retirement plan benefits | Fire and burglar resistant safe | Never discard | Financial Professional |

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|----------------------------|---------------------------------|-----------------|----------------|
| Social Security card | Fire and burglar resistant safe | Never discard | |
| Trusts | Fire and burglar resistant safe | New one signed | Executor, Heir |
| Vehicle titles/ warranties | Fire and burglar resistant safe | Vehicle is sold | |
| Veteran's papers | Bank safety deposit box | Never discard | |
| Wills | Fire and burglar resistant safe | New one signed | Executor, Heir |

| Other documents | Store in: | Shred after: | Copies to: |
|------------------------------------|---------------------------------|--------------------------|------------------------|
| College financial aid | Locked filing cabinet | 10 years after repaid | |
| Employment contract | Fire and burglar resistant safe | Change jobs | |
| Insurance policies/invoices | Locked filing cabinet | 1 year after termination | Agent |
| Letter of last instructions | Fire and burglar resistant safe | After writing a new one | Executor |
| Loan statements | Locked filing cabinet | 10 years after repaid | |
| Passwords | Fire and burglar resistant safe | Change password | |
| Personal property tax receipts | Locked filing cabinet | 2 years | |
| Property tax assessment | Locked filing cabinet | New one arrives | |
| Receipts (items under warranty) | Locked filing cabinet | Warranty expires | |
| Receipts (expensive items) | Fire and burglar resistant safe | Item sold or donated | |
| Social Security statement | Locked filing cabinet | New one arrives | Financial Professional |
| Vehicle registration | Locked filing cabinet | New one arrives | |
| Warranties (with stapled receipts) | Locked filing cabinet | Dispose of item | |

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