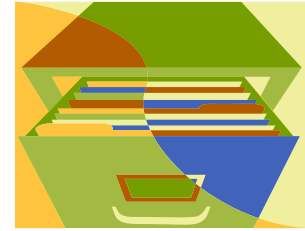




## PERSONAL PAPER RETENTION SCHEDULE



Accident Reports/claims (settled cases)	7 years
Bank Statements	3 years; especially important to keep if you don't receive cancelled checks
Cancelled checks	3 years
Car records • title, receipts, servicing /mileage records	Until car is sold or lease expires
Credit Card receipts	Until verified on credit card statements
Insurance Policies	For the life of the policy
Legal documents: • Birth certificates, marriage certificates, will, etc.	Forever: Storage should be a fire proof box or safety deposit box
Medical Bills	3-4 years in case of insurance disputes: 6 years if tax related
Mortgages, deeds, leases	6 years beyond life of agreement: Storage should be a fire proof box or safety deposit box
Patents, Trademarks, Registrations, Copyrights	Forever
Pay Stubs	Until reconciled with W-2
Property Records: • Builder's contracts • Blueprints • Home-improvement receipts	Until property is sold, 6 more years if tax related
Retirement and Pension Records	Forever
Sales receipts	As long as store policy decrees if you think you may return the purchase; if purchase is under warranty, keep receipt for the life of the warranty: 6 years if tax-related
Stock and bond records	6 years beyond selling them; Storage should be a fire proof box or safety deposit box
Tax Returns and any tax related items	6 years
Utility bills	6 years if tax-related: one year if you anticipate selling your home
Warranties and instruction booklets	As long as you own the product: Staple receipt to warranty
Other bills	Until payment is verified on next bill: 6 years if tax related

There is some controversy among financial experts about what records to keep and for how long. The above retentions periods should be interpreted as general guidelines. You should consult your financial advisor for questions regarding your information.

The above information was adapted from "How to Cut Clutter," Good Housekeeping, February, 1996. "Be Sure You Leave a Paper Trail," Southern California Senior Life (date unknown) First National Bank of Chicago, and the IRS Toll free information line.

A productivity tool provided courtesy of Shawn Kershaw, Inc.

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Credit for this compilation goes to NAPO Chicago.