

HOW LONG SHOULD YOU SAVE RECORDS?



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• TYPE OF RECORD •

Family Papers: Birth, marriage and death certificates, divorce and settlement papers, military discharge papers, school transcripts and diploma's.
Health Records: Copies of forms showing immunizations, hospital stays and operations.
Government Documents: Social security card, passport.
Estate Materials: Wills, trust and burial instructions.
Tax Records: Returns and supporting documents.
Property Records: Mortgages, deeds, titles, loan agreements, photos and ID number of valuables.
Home Improvement Records: Receipts, contracts and records of costs.
Warranties, Guarantees: Contracts and proofs of purchase.
Insurance Records: Policies and household inventory, including photos and appraisals of valuables.
Investment Records: Securities, buy and sell orders, cancelled checks, statements and contracts for retirement plan.
Bank Account Records: Cancelled checks, registers, statements and receipts.
Credit Account Records: List of cards and records of payment.
Master Lists of Assets and Liabilities: Record of financial accounts, property owned, insurance coverage taxes.
Safe-deposit box inventory.

• HOLDING PERIOD •

Indefinitely.
Indefinitely.
Indefinitely.
Indefinitely.
Seven years (required by the government).
As long as you own the property plus several more years as proof of paid-off loans.
Until home is sold and tax liability is settled.
As long as you own the items.
Until four years after expiration of policy. Update inventory annually.
At least three years beyond sale for tax purposes. Retirement materials indefinitely.
Certificates of Deposit (CDs) until maturity. Others as long as needed for related tax matters.
Until obligation is discharged; longer to support tax deductions.
Update annually.
Indefinitely. Update as contents change.

• PLACE TO SAVE •

Safe-deposit box.
Home files.
Card in a safe place, file stub in safe-deposit box. Passport in safe-deposit box until needed.
Originals with lawyer; copies at home and in safe-deposit box.
Home files.
Originals in safe-deposit box.
Home files; copies in safe-deposit box.
Home files.
Original policies at home; copies and inventory in safe-deposit box.
Certificates in safe-deposit box; copies at home.
CDs and list of accounts in safe-deposit box. Ledger books and checks at home.
Home files.
Home files; copies in safe-deposit box.
Home files.