

ESSENTIAL RECORDS AND DOCUMENTS – HOW LONG TO KEEP

Document	How Long to Keep It
Bank Statements	One year; seven years if needed to support tax filings.
Birth certificates, marriage licenses, divorce decrees, evidence of alimony or child support payments, passports, education records, military service records, death certificates	Forever
Credit card receipts and statements	One year; seven years if needed to support tax filings.
Gift or Inheritance Tax returns	Forever
Health Savings Account records	Seven years after the expense and related use of the funds are reported in your tax return.
Home purchase and improvement documentation	Until seven years after you sell your last home.
Household inventory	<u>Forever</u> ; update as necessary.
Insurance: life, annuities	While the policy is in force.
Insurance: car, home, etc.	Until you renew the policy.
Investment account statements	Keep any statements supporting purchases for seven years after the asset is sold.
Loan documents	Keep evidence of payoff forever.
Master list of account numbers, usernames, and passwords	<u>Forever</u> ; update as necessary.
Real estate deeds	<u>As long as</u> you own the property.
Receipts for large purchases	Until you sell or otherwise dispose of the item.
Nondeductible retirement account contributions, Roth conversions	Forever.
Service contracts and warranties	Until you sell or otherwise dispose of the item.
Social Security card	Forever
Social Security statement	When you receive a new statement, shred the old one.
Tax records	Seven <u>years, unless</u> your state requires records to be held longer.
Vehicle title	For as long as you own the vehicle.
Wills, Trusts, Powers of Attorney	Until updated.