

# TO SHRED, OR NOT TO SHRED

A quick guide to organizing your financial and household papers



## DOCUMENTS NOT TO SHRED

- Birth & death certificates
- Social security card
- Pension plan documents
- ID cards and passports
- Marriage license
- Divorce decree
- Business license
- Wills, living will and power of attorney
- Military records
- Life insurance policy
- Safe deposit box inventory
- House deed and mortgage documents
- Annual filed tax returns



## SHRED WHEN YOUR LOAN, POLICY, OR WARRANTY ENDS, OR YOU SELL THE ITEM

- Warranty documents and receipts
- Insurance policy
- Loan document until paid off
- Individual stock purchases



## SHRED AFTER 7 YEARS

- Tax return preparation documentation



## SHRED AFTER ONE YEAR

- Pay stubs
- Bank statements
- Credit card statements
- Medical bills—1 year after payment or 7 years if deducted on your taxes



## SHRED WHEN YOU GET THE NEXT...

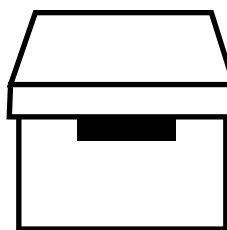
- Social security statement
- Annual insurance policy
- Retirement plan statement
- Investment statement monthly & quarterly
- Brokerage and investment statements
- Checking and savings account statements
- Utility bills



## SHRED ONCE YOU CONFIRM THE TRANSACTION ON YOUR STATEMENT

- Bank deposit slips
- Credit card receipts
- Other receipts unless needed for warranty

## SHREDDING TIPS



Shredding is \$1 a pound at most office supply stores. A full bankers box of shredding typically costs around \$25.