

## Personal Record Retention Guide

### What to keep and what to throw away

IF your <b>personal record</b> is a.....	<b>THEN</b> you should keep it.....
Birth Certificate	Your entire life
Marriage License	Your entire life
Social Security Numbers	Your entire life
Funeral Arrangements	From time of contract forward. Your heir will need the contract for your burial. After that it can be disposed.
Living Will	From time it is implemented until it is needed. After you die then the heirs can dispose of it.
Will	From time it is implemented until it is needed. After you die then the heirs can dispose of it.
Trusts	As long as the trust is active then a minimum of 7 years. Check with the trust attorney.
Trust Protector	As long as the trust is active then a minimum of 7 years. Check with the trust attorney.
Death Certificates	If you have death certificates for a family member keep them as long as you live. After that the heirs may find them interesting and want to save them.
Pre-Nuptial Agreement	As long as the marriage is active. If the marriage ends in divorce then keep it until that statute of limitations runs out to bring action. Check with your attorney.
Divorce and Separation Papers	Your entire life
Military Discharge Papers	Your entire life
Power of Attorney	As long as it is valid
Identity Theft Protection Plans	As long as there is a chance of identity theft during the time the policy was in force.
Financial Plan	Should be kept updated and valid until your death.
Household Services	Documents for household services can be disposed of after service is cancelled. If there is a cause of legal action, keep records until action is settled.
Family Medical History	Your entire life. You should also keep the histories of your family members.
Immunization Records	Your entire life
Passports	Should be renewed as they expire. Everyone should have a valid passport.

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Membership Organizations	If some benefits are provided, as long as the benefits are active. Otherwise until membership ends.
Resume	Everyone should have an updated resume at all times.
Safe Deposit Box Inventory	This should be kept updated at all times as long as there is an active box.
Employment Contract	As long as the employment lasts. If there is some cause for legal action keep contract until settled.
Tax Returns	See Keeping Tax Returns
Travel Benefit Packages	Until all benefits are exhausted
Religious Records	All your life. You may want to pass these on to heirs.
Passwords	An updated list of passwords should always be kept until no longer needed. Keep in a secure place.
Immigration Records	All your life. You may want to pass these on to heirs.
Pending Transactions	Until settled

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IF your asset is.....	THEN you should keep it.....
Cash	Keep a record of where it is.
Checking accounts	Until tax records can be destroyed
Savings accounts	Until tax records can be destroyed
Money Market accounts	Until tax records can be destroyed
Certificates of Deposit	Until tax records can be destroyed
Mutual Funds	Until tax records can be destroyed
Annuity Contracts	Until the contract is fulfilled and then the tax records can be destroyed
Stocks	As long as the stock is owned, then until the tax record can be destroyed
Bonds	As long as the bond is owned, then until the tax record can be destroyed
Benefit Plans	As long as the benefit plan is active, then until the tax record can be destroyed
Social Security Benefits	As long as collections are being made on the benefits, then until the tax record can be destroyed
Prepaid Tuition Plans	Until the plan is completely paid out, then until the tax record can be destroyed
Rental Property	As long as the property is owned, then until the tax record can be destroyed
Real Estate	As long as the property is owned, then until the tax record can be destroyed
Receivables	Until the receivable is paid in full, then until the tax record can be destroyed
Titles	As long as the asset is owned, then until the tax record can be destroyed
Business	As long as the business is owned, then until the tax record can be destroyed
Appraisals	As long as the property is owned, then until the tax record can be destroyed
Intangible Assets	As long as the asset is owned, then until the tax record can be destroyed

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IF your liability is.....	THEN you should keep it.....
Home Mortgage	As long as you owe the property, then until the tax records can be destroyed
Home Equity Loans	As long as you owe the property, then until the tax records can be destroyed
Consumer Loans	As long as you owe the asset then until the tax records can be destroyed
Credit Cards	As long as the card is open and active, then until the tax records can be destroyed
Lines of Credit	As long as the line is open and active, then until the tax records can be destroyed
Education Loans	As long as the loan is open, then until the tax records can be destroyed
Co-signed Loans	As long as the loan is open, then until the tax records can be destroyed
Legal Settlements	Until the settlement is paid, then until the tax records can be destroyed
Back Taxes	As long as the taxes are owned, then until the tax records can be destroyed

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IF your insurance is.....	THEN you should keep it.....
Life Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Health Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Disability Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Homeowners Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Mortgage Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Automotive Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Umbrella Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed
Other Insurance	As long as the policy is in force and there are chances claims may be made against it, then until the tax records can be destroyed