



What to Keep & What to Shred



Document	How long to keep it	Where to keep it
Credit card statements	1 month	Home
Receipts	1 month (for big-ticket items, staple the receipt to the owner's manual and keep it as long as you own the item)	Home
Bank statements	Monthly statements until year-end. Keep annual statements related to your taxes (showing IRA contributions, charitable contributions, etc.) for at least 7 years	Home
Utility/phone bills	1 month	Home
Pay stubs	1 year (make sure the numbers match your W-2)	Home
Cancelled checks	1 year, but keep checks to support tax filings for 7 years	Home
Car Title	Until vehicle is sold	Safe Deposit / Fire Safe
Insurance policies	Until the policy is cancelled or replaced	Safe Deposit / Fire Safe
Insurance statements	Keep year-end statements until policy is cancelled or replaced	Home
Property Tax Statements	As long as you own the property, plus 7 years	Home
Home improvement receipts	Until you sell the property, plus 7 years	Home
Tax returns & supporting documents	Ideally – forever. Minimum of 7 years after the return is filed (The IRS has 3 years to audit returns if it believes you underreported your income by at least 25% - and an unlimited time if it is investigating fraud)	Home
Savings Bonds	Until sold or converted into electronic bonds (www.TreasuryDirect.gov)	Safe Deposit / Fire Safe
Social Security Statements	Until you receive new one.	Home
Real estate records (title, deed, contract)	Until you sell the property, plus 7 years	Home
Stock certificates	As long as you own the investment, plus 7 years	Ideally, in deposit with your Broker, otherwise in Safe Deposit
W-2's	Until you begin taking Social Security	Home
Loan documents	Until the loan is paid-off. Keep final statement which shows loan is 'paid in full' indefinitely	Home
Investment statements (401k, IRA, Roth IRA, TSA, HSA, SEP-IRA, etc.)	Keep quarter-end reports until you receive December statement. Keep December statements indefinitely	Home
Wills, Trusts, Power of Attorney, Advance Medical Directives	Forever. If any changes are made, discard prior copies to avoid any confusion	Safe Deposit / Fire Safe

Registered Investment Advisor

(503) 533-4929 

Mail@TMGWealth.net 
www.TMGWealth.net

14631 SW Millikan Way #17 
Beaverton, OR 97003

Social Security Card	Forever	Safe Deposit / Fire Safe
Marriage License	Forever	Safe Deposit / Fire Safe
Military Discharge Papers	Forever	Safe Deposit / Fire Safe
Birth/Death certificates	Forever	Safe Deposit / Fire Safe

Revised 3/2020

A few additional thoughts on the matter:

- Shred or burn your outdated & unneeded documents – never throw them in the trash. Identity theft becomes too easy if these items find themselves in the wrong hands.
- Make sure your executor (and/or your Power of Attorney) knows the location of your safe-deposit box (or fire safe) – and its key/combination.
- Consider taking photos of your personal property with a written estimate of their value – in case your house is burglarized or damaged. This will make your insurance claim much easier.