

# Paper Clutter Timeline

## 1 Month

- Bank Statements
- Receipts- (those not needed for tax purposes or warranties)
- Utility Statements
- Paystubs
- Credit Card Statements
- Mortgage Statements

## Up to 7 Years

- Investment Records
- Medical Records
- Tax forms & supporting documents
- Bankruptcy Records
- Satisfied Judgements/Liens
- Paid loan statements

\*Remember, the IRS can perform an audit of your tax records up to 7 years from filing if they suspect errors were made.

## While Active

- Pension and Retirement Records
- Stocks
- Contracts
- Insurance Policies
- Property Tax Records
- Home Improvement Documentation
- Licenses
- Loan Documents
- Warranties
- Passports

- Birth Certificates
- Social Security Cards
- School Diplomas
- Death Certificates
- Marriage/Divorce Records
- Adoption Records
- Wills
- Medical Records
- Paid Mortgage Titles
- Paid Vehicle Titles

Forever