



Things you can shred and get rid of:

- Annual reports for investments. Get them online if needed.
- ATM or credit card receipts not needed for tax purposes. Reconcile your receipts with your statements, then save only the monthly statements – or access the statements online.
- Expired insurance policies.
- Expired warranties.
- Monthly or quarterly 401(k) statements. Make sure they are correct, then keep only the year-end statements. Better yet, access them online.
- Most paycheck stubs – keep only the last one of each year.
- Tax return documentation older than seven years, unless it deals with a taxable investment or asset that you still own.
- Deposit slips. As soon as you check them against your monthly statement, shred them.
- Household bills older than one year. For services that you have cancelled, keep the final bill and any proof of its payment.
- Old wills, trust and powers of attorney that have been replaced by newer versions.

Things to keep:

- Paperwork concerning vehicles you still own – registrations, maintenance and repair receipts, warranties, owner's manuals, titles.
- Credit card statements. You need to have seven years' worth of credit card statements to support your tax returns. Consider accessing yours online rather than keeping paper copies.
- Receipts for the purchase of items of value.
- Paperwork showing that you have paid off a loan.
- Mortgage paperwork or your lease agreement if you rent your home.
- Home improvement and repair records.
- Records of taxable investments – you want a record of how much you initially paid for the investment. Keep statements for as long as you own the investment, plus seven years after you sell it.
- Records of IRA contributions.
- Tax returns. You can toss supporting documentation after seven years, but keep the returns.
- Vital records such as birth and death certificates, adoption papers, marriage licenses, military service papers and divorce decrees.
- Wills, powers of attorney and other legal documents.
- Savings bonds, certificates of deposit, securities certificates and the like.
- Current insurance policies.
- Family health records.
- Education records.