

# SAVE, TOSS, SHRED

Presented by Lois Krause,  
Director, Rocky Mountain Chapter

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## Types of Records

- Identity
- Health
- Financial
- Legal
- Property

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## SAVE---Identity

- FOREVER
  - Birth Certificates, (certified copy),
  - Marriage licenses, divorce decrees, naturalization papers
  - Passports
  - Education records, military service
  - Social Security Card

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## SAVE---Health

FOREVER---

- Medical history/records

UNTIL UPDATED

- Medical insurance policies
- Medication lists
- Physician contact data

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# SAVE-Financial

- OVERALL RULE:
  - Save anything that is needed to support tax filings for at least 7 years after filed or due

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# SAVE---Financial

- FOR AT LEAST 7 YEARS---
- Federal & State Tax Returns
- Supporting Tax Documents--
  - Any tax related bills, receipts, investment statements
- Accident Reports and claims
- Major item sales receipts
- Medical Bills
- Wage garnishments

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## SAVE---Financial

FOR "LIFE OF"---

W-2 Forms (until you get SS)

Investment Records

Trade confirmations,

IRA & 401K records, 8606 form

Proof of Healthcare Coverage

Property Records/Improvement  
receipts

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## SAVE---Legal

FOREVER

Life insurance policies

UNTIL UPDATED

Will and Living Will

Durable Power of Attorney for  
health and for financial

Contract, leases & agreements

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## SAVE---Property

FOR "LIFE OF"---

Titles/Deeds, Improvement  
receipts

Motor vehicle & vessel titles,  
& registrations

Auto, home insurance policies

Computer software

registration codes, passwords

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## TOSS & SHRED

AFTER MONTHLY STATE-  
MENTS Unless needed for tax  
support

ATM receipts

Bank withdrawal, deposit slips

Credit card receipts

Cancelled checks

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# TOSS & SHRED

## AT END OF YEAR

Pay stubs(after you get your W-2)  
Paper copies of monthly bills

SHRED ANYTHING WITH  
YOUR SOCIAL SECURITY  
NUMBER EXCEPT SOCIAL  
SECURITY CARD.

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# TOSS & SHRED

Junk mail & old papers that include:

birth date  
signature  
account numbers  
passwords  
PINS  
Social Security Number  
NOT CARD

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# SHRED

Used airline tickets  
Old medical bills  
Preapproved credit card applications  
Expired IDs—drivers licences,  
passports

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## Sources:

- BI Magazine, Financial Planner Column, Oct. 2010, and Nov. 2010
- Previous “Save Toss Shred”  
Let’s Stock Talk, Jan 9, 2010

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• Thank you

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