

How Long to Keep Important Information Organizational Guide



The following chart gives you some general guidelines as to how long you need to keep your important documents. You can always check with your lawyer or accountant for more specific details.

document	how long to keep	where to keep
Automobile Records (titles, registration, repairs)	As long as you own the car.	Title & registration: in your glove compartment (ideally in Collision Kit). Repairs: in your filing cabinet.
Bank Statements & Cancelled Checks	You don't need to keep bank statements for more than a few months. Certainly not more than 1 year.	Filing cabinet or, better yet, in PDF form on your computer.
Birth Certificates	Forever.	In your Life.doc, fire safe, or safe deposit box.
Contracts	Until expired or updated.	Filing cabinet or in PDF form on your computer.
Credit Card Statements	Max 6 years if there are tax-related purchases on the statement. Otherwise, until your statement is reconciled.	Filing Cabinet, online or in PDF form on your computer.
Medical Statements	Until an annual statement is supplied by the company from the annual statement	