

## How Long Should You Keep Your Documents?

**Tax deductions and verifications:** Keep for 7 to 10 years

**Medical records and bills:** Shred 4 years after claim settles

**Warranties and manuals:** keep until the appliance is no longer of use.

**Investments owned:** Keep for 7 to 10 years

**Legal documents:** Keep for 7 to 10 years

**Receipts:** Should be kept for 3 months (unless used for tax deduction)

**Social Security summaries:** Keep for 6 years

**Bank Statements:** Shred after 7 years (Keep Checking Statements)

**Deposit Slips:** Shred after bank verifies them

**Passbook:** Shred after 7 years

**Financial Annuities:** Shred 4 years after account is closed

**Disability Insurance:** Shred 4 years after account is closed

**Life Insurance:** Keep Permanently

**Safety Deposit Box:** Shred 4 years after account is closed

**Household Appraisal:** Until you move out

**Deed/Title:** Shred 4 years after the house is sold

**Homeowners Insurance:** Shred 4 years after it expires

**Property Taxes:** Until you move out

**Immunization Schedule:** Keep

**Allergy Information:** Keep

**Compliments of:**

**The Luella Hannan Memorial Foundation**

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