Important Documents

As an adult, you’ll start collecting all kinds of things that seem useless but have a very specific purpose. Personal documents are among the most important to keep in a safe place you can access easily. Make sure you have an organizational system that makes sense to you and will house the documents you need to keep forever, for a specific amount of time, and the most recent versions of.

**Documents to keep physical copies of forever:**

- Birth and death certificates
- Social security cards
- Pension plan documents
- ID cards and passports
- Marriage license
- Business license
- Any insurance policy (keep a paper copy in addition to your digital copy)
- Wills, living wills, and powers of attorney
- Vehicle titles and loan documents
- House deeds and mortgage documents

**Documents to keep for a little while:**

- Tax records and receipts (keep for seven years)
- Pay stubs and bank statements (keep for a year)
- Home purchase, sale, or improvement documents (keep for at least six years after you sell)
- Medical records and bills (keep at least a year after payment in case of disputes)
- Warranty documents and receipts (keep as long as you own them)

**Documents you need to keep the most recent version of:**

- Social security statements
• Annual insurance policy statements
• Retirement plan statements (401(k), 529, IRA, etc)

When reviewing your documents and deciding what to keep consider how hard that document is to replace. When in doubt, hold onto it! Find a complete check list of Important Documents to have on hand, for all phases of your future, from the FDIC.