

DOCUMENT RETENTION GUIDELINES

Being organized is a hallmark of good financial discipline. For your review and reference we are sharing best practices for personal document retention. If you are inclined, your Client Access Digital Vault is an excellent place to store copies of important documents and records.

	Important Documents	Store In	Shred After
FINANCIAL MODELING AND PROBABILITY ANALYSIS	Annuity Contract	Locked filing Cabinet	7 years after annuity paid out
	Bank statement and canceled checks	Locked filing cabinet	1 year
	College financial aid	Locked filing cabinet	10 years after loan repaid
	Copy of Driver's License	Locked filing cabinet	After renewed
	Credit card statements	Locked filing cabinet	1 year
	Employment Contract	Locked filing cabinet	7 years after leaving employer
	Foreign taxes paid-related records	Locked filing cabinet	10 years
	Home purchase/improvement records	Locked filing cabinet	10 years after property is sold
	Investment account statements	Locked filing cabinet	1 year
	Letter of last instruction	Locked filing cabinet	Once updated
LIABILITY MANAGEMENT	Loan Agreement	Locked filing cabinet	10 years after loan repaid
	Pay stubs	Locked filing cabinet	1 year
	Federal & state tax returns, supporting docs	Locked filing cabinet	7 years (3 years if your tax situation is uncomplicated & you don't itemize deductions)
ASSET & PORTFOLIO MANAGEMENT	Property tax assessment	Locked filing cabinet	Once assessment is updated
	Real estate purchase/improvement records	Locked filing cabinet	10 years after property is sold
	Receipts for items with warranty	Locked filing cabinet	Until warranty expires
	Social Security benefits statement	Locked filing cabinet	New one arrives

	Original Documents	Store In	Retention Guideline
WEALTH ACCUMULATION & MANAGEMENT STRATEGIES	Adoption papers	Personal Safe or bank safety deposit box	Retain Indefinitely
	Birth certificate	Personal Safe or bank safety deposit box	Retain Indefinitely
	Cemetery deed	Personal Safe or bank safety deposit box	Retain Indefinitely
	Citizenship documentation	Personal Safe or bank safety deposit box	Retain Indefinitely
	Death certificate	Personal Safe or bank safety deposit box	Retain Indefinitely
	Diploma	Personal Safe or bank safety deposit box	Retain Indefinitely
	Divorce decree	Personal Safe or bank safety deposit box	Retain Indefinitely
	Estate planning documents	Personal Safe or locked file cabinet	Retain Indefinitely
	Guardianship arrangements	Personal Safe or bank safety deposit box	Retain Indefinitely
	Health/immunization records	Personal Safe or bank safety deposit box	Retain Indefinitely
CONCENTRATED STOCK MANAGEMENT AND DIVERSIFICATION STRATEGIES	Household inventory with photos	Personal Safe or bank safety deposit box	Retain Indefinitely
	Legal claims and settlements	Personal Safe or bank safety deposit box	Retain Indefinitely
	Life insurance policies	Personal Safe or bank safety deposit box	Retain Indefinitely
	Marriage certificate	Personal Safe or bank safety deposit box	Retain Indefinitely
	Military discharge	Personal Safe or bank safety deposit box	Retain Indefinitely
	Online account password list	Personal Safe or bank safety deposit box	Updated periodically
	Passport	Personal Safe or bank safety deposit box	After replaced
	Pension plan documents	Personal Safe or bank safety deposit box	Retain Indefinitely
	Receipts for expensive items	Personal Safe or bank safety deposit box	Until sold or donated
	Real estate deed	Personal Safe or bank safety deposit box	10 years after sold
TRADITIONAL AND ALTERNATIVE INVESTMENTS	Retirement plan benefits	Personal Safe or bank safety deposit box	Retain Indefinitely
	Safe Deposit Box inventory	Personal Safe or bank safety deposit box	Updated periodically
	Social Security card	Personal Safe or bank safety deposit box	Retain Indefinitely
	Vehicle title	Personal Safe or bank safety deposit box	Until vehicle sold

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