

# KEEP YOUR IMPORTANT DOCUMENTS SAFE

You may never think that your home will be damaged by fire, but it could happen to any of us! If by chance it did happen, would your important documents be safe? Following is a list of important documents that should be kept in a fire-safe container and how long to keep them in that safe place.

Type of Document	How Long to Keep
Birth or death certificate .....	Indefinitely
Contract .....	Seven years after contract expires
Deed .....	Indefinitely
Tax records .....	At least six years
Bank and credit card records .....	Six years
Health records .....	Indefinitely
Mortgage or other loan papers .....	Three years after loan is paid off
Insurance policy .....	Four years after expiration date
Home and property inventory .....	Indefinitely
Marriage certificate and divorce, custody, or adoption papers	Indefinitely
Passport .....	Indefinitely
Stock and bond certificates .....	Four years after sold
Owner's manual, warranty .....	As long as you own the item
Will .....	Indefinitely
Irreplaceable family photos and videotapes .....	Indefinitely