



## HOW LONG SHOULD YOU SAVE RECORDS?

Type of Record	Holding Period	Place to Save
<b>Property Records:</b> Mortgages, Commonwealth Title escrow instructions and Commonwealth Title insurance, policy records, deeds, loan agreements, photos, ID numbers of valuables.	As long as you own the property plus several more years as proof of paid-off loans.	Originals in safe-deposit box; copies at home.
<b>Family Papers:</b> Birth, marriage, and death certificates, divorce and settlement papers, military discharge papers, adoption papers, school transcripts and diploma's.	Indefinitely.	Safe Deposit box.
<b>Health Records:</b> Copies of forms showing immunizations, hospital stays, operations.	Indefinitely.	Home files.
<b>Government Documents:</b> Social Security card, passport.	Indefinitely.	Card in a safe place, file stub in safe deposit box. Passport in safe deposit box until needed.
<b>Estate Materials:</b> Wills, trusts, burial instructions.	Indefinitely.	Originals with lawyer; copies at home and in safe deposit box.
<b>Tax Records:</b> Returns and supporting documents.	Seven years (required by the government).	Home files.
<b>Home Improvements Records:</b> Receipts, contracts and records of costs.	Until home is sold and tax liability is settled.	Home files; copies in safe deposit box.
<b>Warranties, Guarantees:</b> Contracts and proofs of purchase.	As long as you own the items.	Home files.
<b>Insurance Records:</b> Policies and household inventory, including photos and appraisals of valuables.	Until four years after expiration of policy. Update inventory annually.	Original policies at home; copies and inventory in safe-deposit box.
<b>Investment Records:</b> Securities, buy and sell orders, cancelled checks, statements and contracts for retirement plans.	At least three years beyond sale for tax purposes. Retirement materials indefinitely.	Certificates in safe-deposit box, copies at home.
<b>Bank Account Records:</b> Cancelled checks, registers, statements, receipts.	Certificates of Deposit (CD's) until maturity. Others as long as needed for related tax matters.	CD's and list of accounts in safe-deposit box. Ledger books and checks at home.
<b>Credit Account Records:</b> List of cards, records of payments.	Until obligation is discharged; longer to support tax deductions.	Home files.
<b>Master lists of Assets and Liabilities:</b> Record of financial accounts, property owned, insurance coverage taxes.	Update annually.	Home files; copies in safe-deposit box.
<b>Safe-Deposit Box Inventory</b>	Indefinitely. Update as contents change.	Home files.

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"Your Property Is Our Specialty!"

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