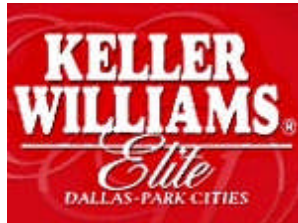


Recommended Timetable For Storing Important Documents

Be sure to store them in an Underwriters Laboratories (UL) classified fire-resistant container.

Document	Suggested Storage Length
Bank & Bank Card Records	6 years
Birth & Death Certificates	Indefinitely
Contracts	7 years after contract expires
Deeds	Indefinitely
Health Records	Indefinitely
Home & Property Inventory – Purchase dates, serial numbers, details, etc.	Indefinitely – keep updating
Insurance Policies	4 years from expiration date
Marriage Certificate, Divorce, Custody, Adoption Papers	Indefinitely
Mortgage Loan Papers	3 years after loan is paid off
Owner's Manuals, Warranties	As long as you own the item
Passport	Indefinitely
Stock & Bond Certificates	4 years after sold
Tax Records	6 years
Wills	Indefinitely



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