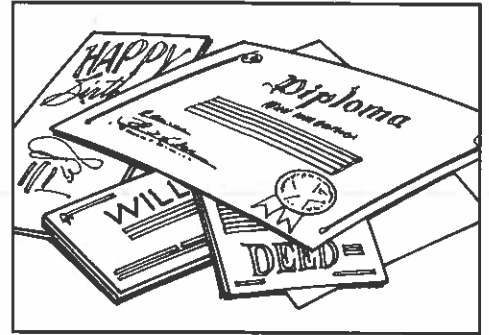


Knowing What to Keep

CHOOSING PAPERS TO KEEP

Storing important papers or documents is essential. Read the “List of Papers” on the left. Decide which papers are important to keep and how long they should be kept. Sort the entire list into the four boxes on the right.



LIST OF PAPERS

- Basketball game program
- Birth certificate
- Birthday cards
- Cancelled checks
- Car repair bills
- Christmas cards
- Credit card bills
- Credit card receipts
- Daily newspaper
- Divorce papers
- Electric bills
- Floor plans for your house
- Gasoline receipts
- Grocery store receipts
- High school diploma
- House repair bills
- Last year's calendar
- Letter from bank saying “Happy Holidays”
- Letters from your grandmother
- Marriage license
- Pay check stubs
- Phone bills
- Rent receipts
- Sales ads that come in the mail
- Store coupons
- Sweepstakes entry forms
- Ticket for a play you didn't like
- Ticket for your favorite play
- Thank-you note for a baby gift
- Unused credit card application
- Water bills
- Will

THROW AWAY BEFORE 1 YEAR

KEEP FOR 1 YEAR

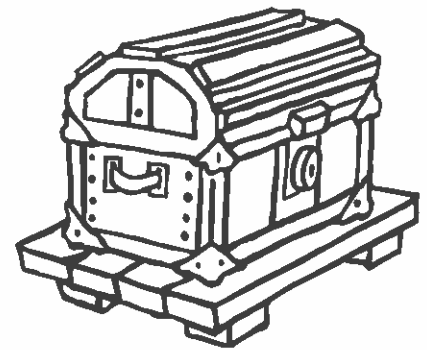
KEEP FOR 7 YEARS (TAX RELATED)

KEEP FOREVER

Knowing What to Keep

CHOOSING THINGS TO KEEP

People like to keep things. Our most precious items are kept for many years and passed down as family keepsakes. Read the “List of Belongings” on the left. Decide which items should be kept. Sort the entire list into the three boxes on the right.



- LIST OF BELONGINGS**
- Box of cereal no one likes
 - Broken clock from your childhood
 - Broken toaster you have not used for five years
 - Cassette with a message for your children if something should ever happen to you
 - Clothes that fit but you no longer like
 - Clothes that you have outgrown
 - Comic books your father had as a child
 - Diamond necklace that you never wear
 - Dishes you use that were bought at a garage sale
 - Engagement ring that belonged to your mother
 - First chair you bought with your own money
 - Hairbrush you quit using because it hurts
 - Hangers from the dry cleaner
 - Iron you are no longer using but which works fine
 - Last year's magazine subscriptions
 - Old newspaper clippings about yourself
 - Old newspapers
 - 100-year-old letter you found in a closet upon moving in your house
 - Paperback books you have read
 - Photo albums that you haven't looked at in over five years
 - Pillow that you do not like to use
 - Quilt made by your great-grandmother
 - Ribbons you won at a county fair years ago
 - Set of pans that have worn out
 - Sheets that are worn out
 - Towels that are almost never used
 - 20-year-old radio that no longer works
 - Worn out videotape of a favorite movie
 - Your mother's first Barbie doll

NO VALUE IN KEEPING IF NOT USING

KEEP AT HOME

INSURE &/OR KEEP IN SAFE DEPOSIT BOX