

Organizing Papers

KNOWING WHAT PAPERS TO KEEP

Important documents should be saved for business or legal reasons. Review the “Documents/Papers” below and decide if they should be saved or thrown away. Put a check in the correct box to the right. If you choose “Save a While,” note how long the item should be saved.



DOCUMENTS/PAPERS	SAVE A WHILE (HOW LONG?)	SAVE FOREVER	DON'T SAVE
Bank statement			
Birth certificate			
Bowling score card			
Grocery store receipt			
Lease			
Life insurance policy			
List of fast food items to order for a group			
Marriage license			
Mortgage agreement			
Ticket for the play “Grease”			
Receipt for a new sofa			
Sweepstakes you do not plan to enter			