



TELL AUDIENCE:

- Knowing *where* to keep important records is just as important as knowing *what* to keep! Use Handout 17 as a guide.

HANDOUT 17: *Where to Keep Financial Records*

- Here are the things you should **carry with you**: credit and debit cards, driver's license, ID, insurance cards for auto and health, any medical or donor cards you may need, and auto club cards.
- **Home active file**: Contains papers you need frequently, so keep them in an accessible drawer in a file cabinet or desk, or easy-to-reach box. Examples of what to keep: credit union account statements, bills to pay, bills already paid, medical information, and your budget or spending plan, to name a few. Or, store them on a computer hard drive that is backed up to a computer disk or thumb drive.
- **Home permanent file**: You use these less often, so store them in a less accessible file drawer or box, or on a thumb drive that you can grab quickly in an emergency. Update them annually or as needed. Examples of what to keep: records related to autos, credit cards, education and employment, financial accounts, housing and utilities, insurance, and investments, to name a few.
- **Home inactive file**: You rarely use these, so keep them in a box or old file cabinet located in your attic, basement, or closet. Examples: cancelled checks and receipts for tax purposes, proof of debt payment, home improvements, and past tax records.
- **Safe deposit box or fireproof safe**: This is for anything you need to keep permanently or as long as you own the property. Examples include birth certificates, marriage records, contracts, household inventory, licenses, passport, stock certificates, car titles, deeds, and copies of wills and trusts.
- **Electronic format**: If you choose the electronic path, keep your technology up-to-date and check every year to make sure you're able to access what you're storing.