Shredding

Are you wondering what to keep and what to shred? We looked at experts’ advice and compiled this summary of how long they recommend keeping certain documents.

<table>
<thead>
<tr>
<th>When should I shred it?</th>
<th>Sales receipts</th>
<th>ATM receipts</th>
<th>Paid credit card statements</th>
<th>Paid utility bills</th>
<th>Credit offers</th>
<th>Cancelled checks (that are not tax-related)</th>
<th>Expired warranties</th>
<th>Pay stubs</th>
<th>Bank statements</th>
<th>Paid, undisputed medical bills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 1 year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After 7 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>It depends...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep Forever</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Federal Trade Commission | FTC.gov
- April 2015