

The sub safety committee's goal is to make employees more aware of safety on the job and in all aspects of their lives. We strive for safety but we know accidents can happen quickly both on and off the job. If there should be an accident or other emergency are you prepared?

The committee is sharing this guide to help your family should you want to use it.



Family Records: What to Keep and for How Long



Guide for Family Records

What	Where	How Long
Birth, adoption, custody papers, marriage and death certificates. Divorce or separation papers	Safe deposit box or fireproof home storage	Permanently
Military papers	Safe deposit box or fireproof home storage	Permanently
Advanced directive (living will/durable power of attorney for health care)	Home file, safe deposit box and copies with family members and doctors	Permanently (update as needed)
Diplomas, transcripts	Home storage or safe deposit box	Permanently
Employment records	Home file	Permanently
Insurance policies and records of claims made and paid	Home file; list of policies in safe deposit box	Permanently (update as needed)
Stocks, bonds and other securities	Safe deposit box; listing in home file	Duration of ownership or longer if needed for tax purposes
Jewelry and other valuable items	Safe deposit box	Duration of ownership
Motor vehicle titles, purchase receipts and licenses	Safe deposit box	Duration of ownership
Real property deeds, title papers, abstracts, mortgage and other lien documents (include rental property)	Safe deposit box	Duration of ownership or longer if needed for tax purposes
Inventory of household goods and appraisals	Safe deposit box; copy in home file	Permanent (update at least once a year)
Bank accounts, account registers and statements	Home file	Duration of ownership or longer if needed for tax purposes
List of credit, ATM and debit cards, credit card contracts, agreements, records of credit payments and account statements	Home file	Duration of ownership or longer if needed for tax purposes

Source: North Dakota State University Extension Service Debra Pankow, Family Economics Specialist May 1998

For more information Google: [Family Records: What to Keep and for How Long](#)