

# Declutter & Digitize

## Ultimate Guide for Sorting Documents



iScanner



	Keep hard copy	Scan & store digitally	Retention period	Recycle/Trash	iScanner tip
<b>Civil Registry Documents:</b> passports; birth, marriage, divorce, and death certificates; diplomas; social security cards; adoption papers; powers of attorney; military records; inheritance documents; pension plans.	✓	✓	Forever	✓	Scan your important docs, as things can get lost when you move or travel, and paper receipts fade.
<b>Other official legal documents:</b> mortgage paperwork, contracts, investment statements, receipts for major purchases or products under warranty, insurance claims.	✓	✓	As long as effective	✓	
<b>Vehicle info:</b> car title, repair receipts, loan payments, records of everything you've done such as oil change, maintenance, etc.	✓	✓	As long as you own it, you'll need these when you decide to sell your car	✓	
<b>Tax records.</b> Any financial records related to your tax return.		✓	7 year	✓	The IRS doesn't oblige taxpayers to retain hard copies. It's perfectly legit to have digital storage. Scan your tax records and keep them well-organized in iScanner.
<b>Medical records</b>	in case of an open dispute	✓	Forever	✓	To easily access medical records, create personal folders in iScanner for family members and even your pets.
<b>Medical bills</b>		✓	Up to 3 years	✓	
Old magazines, catalogs, flyers, coupons, junk mail, various instruction manuals, etc.				✓	