



Suggested Filing Categories

Main Category = FINANCES

Sub-categories

Banks

Bank A

- Monthly statements
- Other bank info

Bank B

- Monthly statements
- Other bank info

Credit Cards

Card A

- Monthly statements
- Other card info

Card B

- Monthly statements
- Other card info

Investments

Company A

Company B

Retirement

Company A

Company B

Main Category = PROPERTY

Sub-categories

Primary home

- Closing (deed, closing documents, mortgage, etc.)

- Capital Improvements

- Utilities

- Contracts for services (termite, HVAC, etc.)

- Second property (second home, rental property, etc.

 - Same categories as above

Boat

- Car A - title, repairs, etc.

- Car B - ditto

Main Category = INSURANCE

Sub-categories

- Property and Liability for Primary Home

- Property and Liability for other real estate

- Automobile

Flood
Umbrella
Health
Disability

Main Category = LEGAL

Sub-category

Wills, trusts, powers of attorney, living will, pertaining to lawsuits, other legal advice, etc. – may be appropriate to create subcategories depending on number of documents

Main Category = HEALTH & MEDICAL

Sub-category

Dad
Mom
Child A
Child B

Main Category = VITAL RECORDS

(may not be necessary to create sub files if not very many documents)

Birth certificates, social security cards, passports, marriage and death certificates, etc.

Main Category = FAMILY

Create a file for each person in the family (and each pet) to keep information relevant to activities (school, camp, etc.), college search, correspondence, pet vaccinations, etc.

Main Category = MEMBERSHIPS

Church or synagogue
Social clubs
Professional organizations
Airlines – frequent flier info

Main Category = BILLS & RECEIPTS (refer to record retention guidelines for how long these need to be kept)

Main Category = Taxes (to catch relevant documents that do not fall in a previously identified category)

Main Category = Miscellaneous

To be determined!

Of course, you may not need all these files or you may have other, additional categories depending on your situation and your interests. I recommend that you keep files that relate to your business separate from your personal files, but you can use a similar organizational format.