



Home & Office File Tab Categories

It's important to remember that all homes and offices will have individualized Filing Categories depending on many variables. Who is in the home, their age, medical history and needs, education, careers, etc. will indicate the type of file needed. Please use your own wording for the tabs (Example, Vehicle vs Auto vs Car). Feel free to add sub categories. Feel free to color code the file folder, tab, etc. (All medical yellow, all financial green, etc.)

File based on the person who will be doing the file retrieval. If something makes sense under a different category or using different wording, do that! Feel free to abbreviate, alphabetize or chunk like information into sections.

See our Residential Record Retention Guidelines Sheet for how long to keep paperwork/files. Ask your accountant, lawyer or other professional for specific guidance.

The following is a simple list of possible categories (You may have many more or far fewer)...

Priority

- Upcoming Bills (Not-Autopayed)
- Upcoming Appointments/Blood Work/Tests
- Educational Paperwork needing completion

ID - Create sections for each family member

(This category can have your certificates in it or you can file them under another category)

- Adoption Paperwork
- Birth Certificate
- Citizenship Paperwork
- Court Arrests/Payments
- DNA/Genetics/Ancestry
- Fingerprint Records
- Marriage/Divorce/Prenup
- Military
- Passports/Photo IDs
- POA
- Jury Duty Records
- Social Security Card
- Licenses
- Certifications
- Vaccinations (Can be under Medical)

Auto - Autos, Boats, RVs, Snowmobiles, Motorcycles, etc.

- Insurance
- Titles

- Leases
- Loans
- Maintenance/Repairs
- Manuals
- Previous Vehicle Info (Typically not needed)

Business

- Certificates
- Corporation/LLC/Partnership
- Licenses
- Account Statements
- Expenses
- Insurances
- Tax: Employment, Workers Comp, Sales

Medical

- Medical Records/Family History
- Allergies and Medications
- Exercise and PT/OT
- Health Insurance Policy
- Immunizations
- Insurance
- Bills

Career/Education

- Resumes/ References
- Employment information
- Certificates/Diplomas
- Safety Certificates
- Transcripts

Banking/Financial - (These can be a category under Banking or Taxes)

- Bank Accounts/Statements
- Bills - Electric, Gas, Water, Phone, TV/Entertainment, Maintenance, etc.
- Credit Cards
- Investments/Stocks/Bonds/IRA
- Loans - Home, Auto, Personal, Education (These can be filed under banking or under other categories. Depending on where you would look for it)
- Receipts (Valuables, Possible Returns)

Pets

- ID/Licenses/Breed Info
- Pet Insurance
- Medical Records
- Vaccines

Retirement

- 401K
- Social Security
- Investments

Lifestyle

- Coupons
- Gift Cards
- Menus
- Tokens/Tickets

Wills & Wishes

- Beneficiaries
- Funeral Plans/Cemetery Info
- Wills/ Living Wills, Advanced Directives
- POA
- Life Insurance
- Health Care Proxy
- Trusts

Insurance - (There can be one section for these documents or they can be tabs in other sections)

- Health
- Life
- Auto
- Home and Umbrella

Home

- Alarm/Camera
- Blueprints/Surveys
- Item Location (Septic, etc.)
- Capital Improvement
- Mortgage
- Title/Deed/Rental Agreement/Lease
- HOA Information
- Manuals (Can be subcategorized: Appliances, Electronics, Computers, Sports)
- Property Sale
- Home Inventory/Valuables List (Keep a copy outside the home also)

Home Services

- Cleaners/Housekeeper/Home Manager
- Maintenance (Electrician, Plumber)
- Landscaping
- Pool/Hot Tub/ Sauna
- Snow Removal
- Equipment, etc.
- Warranties/Manuals
- Repairs
- Capital Improvements

Taxes - List by the year. Sort By Business or Family Member) Typically save 10 years for business and 7 years for personal. Seek opinion from your accountant or lawyer to understand your specific circumstances. Keep the current year in the front.

- Income, W2, W4, etc.
- Business Expenses
- Credit Card Statements (if needed for taxes)
- Donations/Charities

Medical Deductions/Writeoffs if applicable
Sales or Financial Assets
Social Security Statements
Landlord Expenses
Capital Improvement Deductions
Interest Dividends

Travel

Trip History (This can be labeled by the name of the city, who you visited, etc.)
Travel Wishlist and Referred Places

Hobbies / Sports (Another very specialized category. Name it/them based on the items you need to save for the particular hobby or sport)

Certificates
Awards
Equipment

Where to Find What

Location of important documents
Lists of Accountants, Attorneys, etc.