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If you find your home jumbled with piles of documents and financial statements but you just couldnâ€™t throw them away, then itâ€™s probably time to de-clutter. What bills, receipts and slips should you keep and how long should you keep them? Read on for some handy tips!

Credit card receipts

Keep receipts until your monthly statement arrives. Keep a receipt only if a disagreement occurs.

Utility billing statements, credit card statements

Keep them for a year and keep the proof of payments for each bill as well. To avoid missing out on your monthly payments, compile statements according to due date. Mark out those that have been paid.

Income tax returns

Keep them for 6 years or more. Keep in mind that you can be audited by the Bureau of Internal Revenue after you filed a tax return.

Medical records

You can keep annual physical exam results for a year. But for records pertaining to serious illnesses or chronic diseases, keep them for life.

Job contract

Keep them for the duration of the job.

Warranty cards

Keep for the period of the warranty.

Various records and receipts

For marriage license, divorce/annulment papers, birth/death certificate, insurance claims, proof of ownership, and school record, keep them for life.

Delivery food menus, catalogues, flyers

These are the most unnecessary pieces of paper that we get almost every day. If you need to get the numbers, list them down on your phonebook and throw away these insignificant piles of paper.

Organizing isnâ€™t really difficult. You will feel a sense of achievement after de-cluttering your home. Keep your records organized and make your home (and life) less chaotic!

Do you wish to learn more about finances? Come to Lenddoâ€™s 1st Year Anniversary Meet Up and learn new financial management tips from a renowned financial guru, Randell Tiongson, RFP! Lenddo.com is a website where users can engage their social network to access low-interest loans

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