Name	Period	Date
Name	i ciioa	Date

KEEPING FAMILY / HOUSEHOLD RECORDS

Instructions: Place the important records listed below in one of the three categories: "Records to Place in Safe Deposit Box", "Records to Keep in an Active File at Home" or "Records to Discard" After the lesson, you will evaluate where you placed the items and discuss why they should belong under each category.

Records to Place in Safe Deposit Box	Records to Keep in an Active File at Home	Records to Discard

Period

Date

Canceled Checks for Cash or

Nondeductible Expenses

Name_

Appliance Manuals and

Receipts of Expensive Items

Warranties

Not Yet Paid For

Inventory of Safe Deposit Box

Salary Statements (after

checking on W-2 Form)

(and key)