

Residential File Index

Sample categories - this information serves only as a guideline.

Bank Statements (per bank)

Tax Year Records

Donations/Charitable

Warranties/Manuals

Children

Electronics

Household (small appliances)

Kitchen

Outdoors

Paid Bills

Bank Credit Cards

Other credit cards (by store)

Mortgage

Auto Loans

Utilities

Cable

Water/Sewer

DPL

Insurance Payments

Phone

Vectren

Pets

Medical

Family Members

Insurance (policy information)

Auto

Dental

Health

Life

Umbrella Policy

Financial

401K

529 College Fund

Investments - per company

Auto Records

Vehicle 1

Vehicle 2

Receipts (Expenses)

Big ticket items

Clothes

Food

Gas

Medical/dental/prescriptions

Misc. (Discount stores)

Children

Activities (Boy/girl scouts, Church)

Daycare

School

Sports

Bills to Pay

1-15, 16-31

Online

Personal

Funny/Jokes/quotes

Inspiration

Keepsake

Personal Address Label/Stamps

Photos

Stationary/Stickers

Home

Maintenance

Mortgage Information

Other Properties

Employer

Benefit Information

Pay stubs

Social Security Statements

Organizations/Clubs/Groups

Books to read

Passwords

Addresses/Phone Numbers

Recreational Vehicles

Camper

Watercraft

Hobby/Crafts

Gardening

Sewing

Catalogs

Christmas

Exercise

Nutrition

Holiday/Party Planning

Resume/Portfolio

Vacation Destinations

Recipes

Appetizer

Soup

Salad

Main

Sides

Breads

Desserts

Beverages

AR/AP Accounting

Clients

Active

Past

Vendors/Suppliers

Advertising

Greeting Cards

Birthday

Blank

Congratulations

Get Well/Sympathy

Thank you

Credit

Credit Cards

Credit Reports

Forms

Legal

Marketing

Public Relations

Research/Development

Operations