

List provided by Jamie Novak check out more tips at [JamieNovak.com](http://JamieNovak.com) today!

*Wishing you a clutter-free day...*

- Address labels from junk mail and magazines
- ATM receipts
- Bank statements
- Birth certificate copies
- Canceled and voided checks
- Credit and charge card bills, carbon copies, summaries and receipts
- Credit reports and histories
- Documents containing maiden name
- Documents containing names, addresses, phone numbers or e-mail addresses
- Documents containing passwords or PIN numbers
- Documents relating to investments
- Driver's licenses or items with a driver's license number
- Employee pay stubs
- Employment records
- Expired passports and visas
- Identification cards (college IDs, state IDs, employee ID badges, military IDs)
- Investment, stock and property transactions
- Items with a signature (leases, contracts, letters)
- Legal documents
- Luggage tags
- Medical and dental records
- Papers with a Social Security number
- Pre-approved credit card applications
- Receipts with checking account numbers
- Report cards
- Resumes or curriculum vitae
- Tax forms
- Transcripts
- Travel itineraries
- Used airline tickets
- Utility bills (telephone, gas, electric, water, cable TV, Internet)