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Next, the document addresses the issue of document retention. It explains that certain records, such as tax returns and financial statements, must be kept for a specific period as required by law. However, other documents, like old contracts or expired warranties, can be safely discarded after a reasonable period. The goal is to keep only the most relevant and useful information, reducing clutter and saving space.

The final section provides practical tips for organizing documents. It recommends using sturdy folders and dividers to separate different categories of documents. Additionally, it suggests labeling each folder clearly to indicate its contents. Regular reviews and updates are also advised to ensure that the filing system remains current and effective.

