# Essential Documents Checklist

In the event of an emergency, it’s essential to have copies of your important documents. Consider what identification, insurance info and personal documents you want to protect at home in a fire-rated, waterproof container and what items you’d want to include a “go bag” in the event of evacuation. Consider tracking your documents on a spreadsheet.

Your digitized records can easily be placed on a password-protected, encrypted flash drive for easy transport. Paper documents should be kept in a water-proof folder.

## Personal Items

* Cherished family photos, tapes, etc.
* Books or other heirlooms
* Personal family history
* Genealogy records

## Medical Records

* Letter of instruction in the event of death
* Funeral and burial plans
* Family health and medical records
* Employee benefits information

**Identification**

* Birth, marriage, and death certificates
* Passports and visas
* Social security card (or card numbers)
* Adoption and/or custody decrees
* Citizenship papers
* Military papers
* Employment records

## Financial / Insurance

* Mortgage documents
* Real estate deeds
* Title papers
* Motor vehicle titles and bill of sale, serial or VIN numbers
* Recorded inventory of household items (photographs, videotape, or database manager)
* Name, address, phone number of attorney, financial advisor, and insurance agents
* Insurance policies (life, health, auto, home, hazard, etc.)
* Wills and trusts
* Safe deposit box: location, number, inventory, key location, authorized persons to access box
* Investment portfolio
* Stocks, bonds and other securities
* Bank, checking, savings account numbers or certificates
* Credit card account numbers