DOCUMENT ORGANIZING CATEGORIES CHECKLIST

☐ *Permanent documents:*

- *Birth certificate*
- *Social security card*
- *Passport*
- *Marriage certificate*
- *Prenuptial Agreement*
- *Divorce Decree*
- *Citizenship / Naturalization papers / Green Card*
- *Military Discharge*
- *College Transcripts*
- *Adoption Information*
- *Will and living will*
- *Power of attorney*

☐ *Money/Taxes/Property:*

- *Deeds*
- *Bills of sale*
- *Insurances*
- *Inventory of collections, art, electronics, valuables*
- *Plot of survey of properties you own*
- *Property taxes*
- *Rental or lease agreements*
- *Vehicle titles*

☐ *Medical: copy of insurance cards, policies and list of your providers.*
Credit cards - make a copy or scan all your cards (front and back) and save in a pen drive.
Bills - make a copy of every service provider you have. You can scan and save them in a pen drive to reduce volume.
Your contacts - download all your contacts and save them in a pen drive.