

# Personal Record Keeping Organizer

The following Personal Record Keeping Organizer serves two purposes. First, you can indicate next to each item where that particular item is now located. Second, you can organize your personal records by consolidating your documents into the three "Files" noted below.



## I. ITEMS FOR STORAGE IN A SAFE-DEPOSIT BOX

### PERSONAL

- ❖ Family birth certificates \_\_\_\_\_
- ❖ Family death certificates \_\_\_\_\_
- ❖ Marriage certificate \_\_\_\_\_
- ❖ Citizenship papers \_\_\_\_\_
- ❖ Adoption papers \_\_\_\_\_
- ❖ Veteran's papers \_\_\_\_\_
- ❖ Social Security verification \_\_\_\_\_

### OWNERSHIP

- ❖ Bonds and certificates \_\_\_\_\_
- ❖ Deeds \_\_\_\_\_
- ❖ Automobile titles \_\_\_\_\_
- ❖ Household inventories \_\_\_\_\_
- ❖ Home ownership records (e.g., blueprints, deeds, surveys, capital addition records, yearly records) \_\_\_\_\_
- ❖ Copies of trust documents \_\_\_\_\_

### OBLIGATION/CONTRACT

- ❖ Contracts \_\_\_\_\_
- ❖ Copies of insurance policies \_\_\_\_\_
- ❖ IOUs \_\_\_\_\_
- ❖ Retirement and pension plan documents \_\_\_\_\_

### COPIES OF ESTATE PLANNING DOCUMENTS

- ❖ Wills \_\_\_\_\_
- ❖ Living wills \_\_\_\_\_
- ❖ Health care proxies \_\_\_\_\_
- ❖ Trusts \_\_\_\_\_
- ❖ Letters of instruction \_\_\_\_\_
- ❖ Guardianship arrangements \_\_\_\_\_

## II. ITEMS FOR STORAGE IN HOME ACTIVE FILE

### CURRENT INCOME/EXPENSE DOCUMENTS

- ❖ Unpaid bills \_\_\_\_\_
- ❖ Current bank statements \_\_\_\_\_
- ❖ Current broker's statements \_\_\_\_\_
- ❖ Current canceled checks and money order receipts \_\_\_\_\_
- ❖ Credit card information \_\_\_\_\_





**CONTRACTURAL DOCUMENTS**

- ❖ Loan statements and payment books \_\_\_\_\_
- ❖ Appliance manuals and warranties  
(including date and place of purchase) \_\_\_\_\_
- ❖ Insurance policies \_\_\_\_\_
  - ◆ Home \_\_\_\_\_
  - ◆ Life \_\_\_\_\_
  - ◆ Automobile \_\_\_\_\_
  - ◆ Personal liability \_\_\_\_\_
  - ◆ Health and medical \_\_\_\_\_
  - ◆ Other \_\_\_\_\_
- ❖ Receipts of expensive items not yet paid for \_\_\_\_\_

**PERSONAL**

- ❖ Employment records \_\_\_\_\_
- ❖ Health and benefits information \_\_\_\_\_
- ❖ Family health records \_\_\_\_\_
- ❖ Copies of wills \_\_\_\_\_
- ❖ Copies of letters of instruction \_\_\_\_\_
- ❖ Education information \_\_\_\_\_
- ❖ Cemetery records \_\_\_\_\_
- ❖ Important telephone numbers \_\_\_\_\_
- ❖ Inventory of spare key to safe-deposit box \_\_\_\_\_
- ❖ Receipts for items under warranty \_\_\_\_\_
- ❖ Receipts of expensive items \_\_\_\_\_

**TAX**

- ❖ Tax receipts \_\_\_\_\_
- ❖ Paid bill receipts (with deductible receipts filed  
separately to facilitate tax preparation and  
possibly reduce taxes) \_\_\_\_\_
- ❖ Brokerage transaction advices \_\_\_\_\_
- ❖ Income tax working papers \_\_\_\_\_
- ❖ Credit statements \_\_\_\_\_
- ❖ Income and expense records for rental properties \_\_\_\_\_
- ❖ Medical, dental, and drug expenses \_\_\_\_\_
- ❖ Records of business expenses \_\_\_\_\_

**III. ITEMS FOR STORAGE IN HOME INACTIVE FILES**

- ❖ Prior tax records \_\_\_\_\_
- ❖ Home improvement records \_\_\_\_\_
- ❖ Brokerage advices  
(prior to three most recent years) \_\_\_\_\_
- ❖ Family health records  
(prior to three most recent years) \_\_\_\_\_
- ❖ Proof that major debts or other major  
contracts have been met \_\_\_\_\_
- ❖ Canceled checks  
(prior to three most recent years) \_\_\_\_\_

