

"Important Papers and Items" to keep in your RED FILE FOLDER:

Keep a color photocopy of your

DRIVER'S LICENSE AND PASSPORT in the RED FILE.

Put originals or copies of each of the following in this file:

Birth and Marriage certificates

- * Identification & Information Forms for all family members w/photo (Update annually) Social Security Cards & Veterans Administration Records
- * Completed & current "Missing Child" alert form for each child in household Family Pictures (Originals or Copies)

Wills, Advanced Directives, Trusts and Power-of-Attorney documents

The Deed to your home

Funeral Plan Information

Your mortgage agreement and any home-equity loan agreements – include account numbers, PINS (Personal Identification Numbers), and other access information The front and back of your credit and debit cards

- * Insurance Policy Information and Agent contact info (Home, Health & Vehicles)
- * Permission to Treat / Release Forms for each child in household
- * Family Medical History & Information, Doctors Names and Phone Numbers Vehicle Titles & Ownership Information- include loan numbers and all account information Tax Returns from the past three years

A statement from each bank and brokerage accounts issued within the past year An extra set of keys: House, Vehicles, Garage, Storage, etc.

A personal check(s)

CASH -most in smaller denominations. Also include loose change (coins)

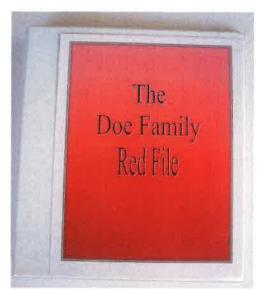
- A list of all financial accounts with account numbers, user IDs, PINs and passwords
- A list of your possessions and belongings (with photos/video of each room in your home)
 A list of all properties, assets and liabilities
- * A copy of your Family's Emergency Evacuation Plan, Out-of-Area Contact Info, Gathering Locations, Family Member Locations, School Phone Numbers, etc.
- * A list of your Emergency Supplies and their locations; 72-Hour Kits, 1st Aid Kits, Fire Extinguishers, Water Storage Containers, etc.
- * A list of local Agencies & Services with Emergency Contact phone numbers
- * A list including Family Pet Information and other Farm/Large Animal Info

Important Documents for your RED FILE

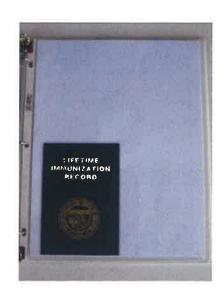
Vital/Medical Records Employment Contract Birth Certificates Employment Records Death Certificates Résumés m Marriage Certificate/License Homes/Vehicles/Property Medical Records Loan Information Immunization Records Mortgage Records Prescriptions □ Titles Dental Records Deeds Identification to Home Purchase or Re-finance Records Licenses, Passports, Visas b Lease Agreements Child ID Kits Automobile Registration, Title, Bill of Sale, License Plate # and Membership Cards and Information Military Records Automobile Insurance Policy and Agent Contact Information Voter Registration in Deed to Cemetery Lot Adoption, Custody or Foster Care Records Home Security Codes and Contact Information Naturalization / Immigration Papers M. Keys - Home, Cars, Safes, Business, RV, Mallbox, etc... **Finances** Property Tax Records a Cash Education Checkbook Diplomas ATM/Debit Card and Pin Numbers Academic Records and Transcripts Credit Cards, Information and Contacts. Legal Bank Account Passbooks Contracts Checking Account Info. **D. Court Documents** Paycheck Stubs Divorce Information Debts B. Living Wills , Last Wills and Testaments. Stocks Trust Information and Contact Bonds D Inheritance Records Student Loan Records Power of Attorney Investment Account Statements Investment Portfolio Church Records and Certificates Brokerage Statements Patriarchal Blessings Credit Reports Family Tax Returns a Awards, Certificates or Accommodations Retirement Backup of Computer Files 401K Plan Information and Contact Books of Remembrance Pension Plan Information and Contact Diaries and Journals Social Security Information Family History (Genealogy) **Valuables** Family Videos Safe Combinations di Favorite Pictures (Scan and burn to CD) Safety Deposit Box Information and Contact DI Favorite Recipes Jewelry Scrap Books Treasured Books Insurance Home Inventory (On video Preferably) Insurance Policies Collectibles Life Insurance Information and Agent Serial Numbers of Valuable Products Guarantees and Warranties Manuscripts Medicare, Medicaid and Food Stamp Info Firearm Licenses and Serial Numbers Emergency Business/Employment Family Emergency Preparedness Plan Business Licenses List of Emergency Contacts with Addresses and Phone Business Insurance Business Records Special Needs Contacts and Instructions

Business and Important Client Contact Information

Employee Benefits Records







Photos of important things to include in your RED FILE







