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IMPORTANT DOCUMENT SCANNING CHECKLIST

In order to plan for your personal and business asset protection in case of hurricane, death, disability, or other unexpected circumstances, the following documents can be scanned as digital images (TIFF or PDF) onto CD, DVD, flash memory USB drive, portable/external hard drive, or other digital media to keep in a safe and secure place that is readily accessible:

Estate Plan	Wills, trusts, powers of attorney, designations of health care surrogate, declarations of preneed guardian, living wills
Financial	Check registers, deposit lists, balance sheets, profit and loss statements, monthly bills, recurring payments, Quicken and Microsoft Money printouts
Investments	Bank statements, broker statements, mutual fund statements, stock and bond certificates
Insurance	Homeowner, flood, auto, umbrella, life, health, dental, disability, professional liability
Real Estate	Deeds, closing statements, closing files, contracts, title insurance policies, surveys, appraisals, notes, mortgages, loan documents, home improvement records, photographs, videos
Tangible Property	Receipts, appraisals, photos, insurance and inventory of jewelry, art, furs, collections, contents of real estate, and other valuables
Taxes	Income tax returns, real estate taxes, homestead exemption, other taxes
Vehicles	Title certificates, tag registrations, window stickers, manuals, invoice and purchase documents, loan documents, photos, insurance
Children	Birth records, inoculation records, prescriptions, medical/dental records, fingerprints, report cards, evaluations, school records, test scores, awards, teacher notes, color photos, videos, audio recordings
Consumer	Warranties, manuals, sales receipts
Debts	Credit card statements, loan documents, loan statements
Family History	Birth certificates, marriage licenses, marriage certificates, property settlement agreements, dissolutions of marriage, prenuptial agreements, postnuptial agreements, death certificates, probate records, family trees, family records, family photos
Medical & Dental	Medicine prescriptions, eyeglass and contacts prescriptions, inoculation records, explanations of benefits, medical histories, medical and dental care providers, insurance
Pets	Pedigrees, birth records, medical records, license tags, inoculation records, photos
Photos & Videos	Family, friends, vacations, home, property, vehicles, insurance inventory, color, black & white

Personal	Address books, fingerprints, correspondence, club memberships, gym memberships, military service, diplomas, transcripts, certificates, awards, news clippings, memorabilia, keepsakes, family recipes
Wallet/Purse	Driver licenses, credit cards, debit cards, ID cards, checks, membership cards, addresses, medical insurance, auto insurance, traveler checks, AAA, voter ID, passport
Business	Corporate minute books, check registers, deposit lists, balance sheets, profit and loss statements, monthly bills, recurring payments, financial records, property records, employee records, substantive business information records, computer software lists, pension and profit sharing plan records