

Day 13: Important Papers & Original Documents

A lot of paper isn't important, or has short-term importance, but some papers are incredibly important with lasting significance. Knowing what to keep and for how long and what to toss... and where to put what is the focus today.

Checklist

Objective: To gather and identify important papers, original documents, and make decisions on where to put them.

- Research safe deposit boxes at your bank or in your community. Determine costs, hours of bank operation, and who has access to the box. Decide if this is a good solution for your documents.
- Research the cost of home fireproof and waterproof safes.
- Organize important papers into two groups:
 1. Original documents papers and information that would be difficult or impossible to replace but that I wouldn't need immediate access to in the case of disaster or death.
 2. Important documents, papers and information I would need access to in the event of disaster or death.
- Consulting the Paper Timeline, eliminate unnecessary paper.
- Sort important papers and documents into appropriate files according to the Paper Timeline.

Tomorrow:

Creating a Mail Station



