



DISASTER: readiness * response * recovery

Protecting Valuable Records

Many people assume that floods, storms, hurricanes, and other disasters happen to someone else, and many people postpone taking care of family papers. But protecting family papers prepares you to deal with disasters, both natural and manmade.

There are 3 categories of documents that you should keep in mind—Citizenship, Financial, & Personal. Here's a list of the valuable papers that you should keep in a waterproof, fireproof, locked box:

Citizenship Documents

Permanent Resident Card (Green Card)
US Birth Certificate/Foreign Born Birth Certificate
US Naturalization Certificate
Social Security Card
I-94
US Passport/Foreign Passport
Work Authorization Documents
Visa

Financial Documents

List of insurance policies
Automobile title & bill of sale
Household inventory
Contracts (including promissory notes)
Current bank statements
Loan payment books

Safe deposit records and inventory of items
Credit card numbers
Bank account numbers
Employee benefits
Retirement papers
Investment records

Personal documents

Birth certificates/Adoption papers
Driver's license numbers
Health records
Power of attorney
Family heirlooms and pictures
Education &/or Work records including Military service records
Copy of your will (his and hers)
Marriage certificates
Religious records
Death certificates/Burial plots/plans