



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 or waterproof bag to evacuate with:

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

- | | |
|--|---|
| <ul style="list-style-type: none">• List of insurance policies• Automobile title & bill of sale• Household inventory• Contracts (including promissory notes)• Current bank statements• Loan payment books | <ul style="list-style-type: none">• Safe deposit records and inventory of items• Credit card numbers• Bank account numbers• Employee benefits• Retirement papers• Investment records |
|--|---|

Personal documents

- | | |
|--|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Religious records• Death certificates/Burial plots/plans• Doctor(s) telephone number• Copy of prescriptions/medication list with dosage & frequency |
|--|--|