



# Home Filing System Tips

- Generally, your at-home file should include all of the items you refer to frequently, including bills, warranties, bank statements, etc. You'll also need a secondary storage location (i.e., safe deposit box or at-home fireproof/waterproof safe) for the most important, difficult-to-replace papers, such as passports, vehicle titles, birth certificates, etc.
- Organize your home filing system in a way that you can understand and manage. No two households will have exactly the same system; find what works for you.
- It might be helpful to choose one member of your household as file manager who will take responsibility for keeping the filing up to date and consistent. In case of emergency, however, everyone in the household needs to be familiar with the system — including children who are old enough to understand how to use it.
- Develop and stick to a regular filing and paperwork schedule to avoid having to deal with backlogged papers. A few minutes once or twice a week should be sufficient.
- Consider scanning and storing some documents electronically. Investing in an external hard drive for your computer and regularly backing up important documents will allow you to carry away the external hard drive at a moment's notice.

