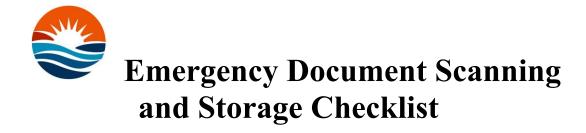# Emergency Document Scanning and Storage Checklist

Step 1: Gather Important Documents

☐ Birth certificates

☐ Social Security cards

☐ Passports

☐ Driver's licenses/IDs

☐ Health insurance cards & medical records

☐ Property deeds & mortgage papers

☐ Car titles & insurance papers

☐ Financial records (bank, retirement, investments)

☐ Wills, power of attorney, legal documents

☐ Emergency contact list

Step 2: Choose a Scanning Method

☐ Download a scanning app:

- Adobe Scan
- Microsoft Lens
- Google Drive Scan
- CamScanner
- Genius Scan

☐ Test the app for quality & ease of use.

☐ Ensure scans are clear and readable.

Emergency Document Scanning and Storage Checklist

Step 3: Organize Your Files

☐ Create folders by category (e.g., "Medical," "Financial," "Identification").

☐ Name files consistently (e.g., "Smith_BirthCert_2025.pdf").

☐ Save in PDF format for universal access.

Step 4: Upload to Secure Cloud Storage

☐ Select one:

- Google Drive (15GB free with Google account)
- Dropbox (cross-device access)
- Microsoft OneDrive (best for Windows/Office users)
- Apple iCloud Drive (best for iPhone/iPad/Mac users)
- Box (strong security, personal & business use)

☐ Turn on **two-factor authentication** for added security.

☐ Verify that files sync across all devices.

Step 5: Create a Backup

☐ Save copies to a USB drive or external hard drive.

☐ Store the USB in a fireproof and waterproof safe.

☐ Update backups every 6–12 months.

Emergency Document Scanning and Storage Checklist

Step 6: Review & Update Regularly

☐ Check documents once a year for updates.

☐ Add new medical, financial, or legal documents as needed.

☐ Confirm cloud login information is up to date.