RECORD OF IMPORTANT FAMILY PAPERS

By Eunice Pardee and Lucile Ketchum

Extension Specialists in Home Management

This record will provide a list of important papers. Properly filled out, it will help you find them when you need them. It will also guide others in an emergency.

at least once a year. You may wish to file a duplicate of this record in your safe-deposit box.

Keep it at home, where it can be brought up-to-date

Ask your Extension Office for Extension Bulletin 358, "Business Facts for Families," for a complete guide on how to use this record form

IAME		ADDRI	ESS
		DATE	
		FAMILY RECOR	
Name	Date of Birth	Birth-Where Recorded	Membership in Church, Fraternal Organizations, etc.
Hushand			9
Wife			
Children			
		FAMILY ADVISE	RS
Name			Address-Phone Number
Lawyer			
Executor of Will			
Banker			
Insurance Agents			
Other Advisers			
	-		

WHERE IMPORTANT INFORMATION AND RECORDS ARE KEPT

RECORD	WHERE KEPT
	PERSONAL
Wills	
Marriage Records	
Birth Certificates	
Baptismal Records	
Citizenship Papers	
Adoption Papers	
Divorce Papers	
Death Certificates	
Armed Forces Papers	
Social Security	
Name and No.	
Cards	
Stubs	
	PROPERTY
Deeds to Property	
Where is deed recorded?	
Deed to Cemetery Lot	
Abstracts to Title of Property	
Mortgage Papers	
	BUSINESS
Contract Papers	
Guarantees	
Insurance Policies	
Important Receipts	
Income Tax Records	
Bank Books	
Cancelled Checks	
Safe Deposit Box	
Safe Deposit Box Keys	
Other Important Keys	
Stock and Bond Certificates	
Automobile Title	
Household Inventory	
Personal Debts	
Loans to Others	

LIFE INSURANCE RECORD

COMPANY				KIND OF	PRE	MIUM	METHOD	
COMPANY — LOCAL AGENT AND ADDRESS	NAME OF INSURED	POLICY NUMBER	BENE- FICIARY	KIND OF POLICY AND AMOUNT OF COVERAGE	DATE PAY- ABLE	AMOUNT	METHOD OF SETTLEMENT	
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				10.1				
				-				
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		-						

HEALTH, ACCIDENT AND HOSPITALIZATION INSURANCE RECORD

COMPANY -	NAME OF	POLICY	BENE-	KIND OF		MUM	BENEFITS
COMPANY – LOCAL AGENT AND ADDRESS	NAME OF INSURED	NUMBER	FICIARY	INSURANCE	DATE PAYABLE	AMOUNT	AND OTHER INFORMATION

REAL ESTATE AND PERSONAL PROPERTY INSURANCE RECORD

COMPANY -	PROPERTY	KIND OF	The state of the s	PREM	MUIM
COMPANY — LOCAL AGENT AND ADDRESS	PROPERTY INSURED (HOME, AUTO, FURNISHINGS)	KIND OF INSURANCE	COVERAGE	DATE PAYABLE	AMOUNT

SAVINGS ACCOUNTS

BANKS - SAVINGS AND LOAN - CREDIT UNION

TYPE OF ACCOUNT	NAME AND ADDRESS OF FIRM	BOOK NUMBER	IN WHOSE NAME(S)

REAL ESTATE RECORD

LOCATION OF PROPERTY	LOCATION DATE PURCHASED		SE PRESENT MARKET	ESENT AMOUNT ARKET OWED ON	DATE	PAYMENTS AMOUNT	
			VALUE	PROPERTY	DOL	INT.	PRI
	-						
	-						
					-	-	
	LOCATION OF PROPERTY	LOCATION DATE PURCHASED	LOCATION OF PROPERTY DATE PURCHASED PRICE	LOCATION OF PROPERTY DATE PURCHASED PRICE PRICE PRICE VALUE	LOCATION OF PROPERTY DATE PURCHASED PRICE PRICE PRESENT MARKET OWED ON PROPERTY AMOUNT-OWED ON PROPERTY	LOCATION OF PROPERTY DATE PURCHASED PRICE PRICE PRICE PRESENT MARKET OWED ON PROPERTY DUE AMOUNT OWED ON PROPERTY DATE OWED ON DATE OWED ON PROPERTY DATE OWED ON DATE OWED OWED OWED OWED OWED OWED OWED OWE	OF PROPERTY PURCHASED PRICE MARKET OWED ON DATE AMO

INVESTMENTS

GOVERNMENT BOND RECORD

SERIAL NUMBER	PURCHASE PRICE	MATURITY DATE	IN WHOSE NAME(S) AND BENEFICIARY
			*
			1:
	-		
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KIND	SERIAL NUMBER	DATE	PURCHASE	MATURITY DATE	VALUE	IN WHOSE NAME(S)

STOCKS

COMPANY	SERIAL NUMBER	DATE OF PURCHASE	NO. OF SHARES	COST PER SHARE	IN WHOSE NAME(S)
	18				

DEBTS OUTSTANDING

PERSON OWED	ADDRESS	AMOUNT	PAYMENT	FINAL PAYMENT
PERSON OWED				
9.				

MONEY OWED THE FAMILY

PERSON	ADDRESS	AMOUNT	DATE DUE	HOW AND WHEN
PERSON OWING FAMILY	ADDRESS	Addition		11111111111
			4	
			-	

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