

Family Emergency Binder: Record Location Index

Name the record group and its plain storage location. Leave secret values and copies where they already belong.

■ THIS INDEX

Household label

Index owner

Checked

■ WHERE RECORDS LIVE

Use a location another trusted adult can recognize, such as “locked file box in upstairs closet.”

	RECORD GROUP	PLAIN LOCATION LABEL	WHO CAN LOCATE IT	LAST CHECKED
1				
2				
3				
4				
5				
6				
7				
8				

Do not write passwords, PINs, account or identification numbers, medical details, legal instructions, financial details, access codes, or secret recovery information on this sheet.