Protect paper and digital copies

A free reference sheet for preparing and protecting household records.

Copies can expose sensitive information. Choose what to carry and who can access each copy.

Protect the paper

Use sleeves and a portable waterproof container or sealable bag. Keep originals intact: do not punch, laminate or otherwise alter them without checking the issuer’s rules. No ordinary binder should be assumed fireproof.

Choose suitable materials

Ordinary paper inside suitable waterproof storage is a practical starting point. Specialist stock is optional. Check the exact paper, printer and ink or toner combination. Water resistance, waterproofness and tear resistance are different claims. Test a spare print, not an original.

Keep a secure digital backup

Store scans using encryption and access protection appropriate to the device or service. A USB drive or cloud folder is not secure merely because of its name. Test that an authorized helper can open the files offline if that is your plan.

Separate copies and access secrets

Consider a secure backup away from home. Share only with trusted people or organizations. Do not write passwords, PINs, recovery codes or safe combinations in this pack. Plan secure access separately.

Update and dispose carefully

Replace outdated copies in every location. Securely dispose of unwanted paper and digital copies using methods appropriate to their storage. Keep completed forms private; these worksheets do not require an upload.