Document location index

A private household worksheet. Print one page and repeat when needed.

Record 1

Document / owner

Original location

Paper copy location

Digital copy location (no passwords)

Last checked

Record 2

Document / owner

Original location

Paper copy location

Digital copy location (no passwords)

Last checked

Record 3

Document / owner

Original location

Paper copy location

Digital copy location (no passwords)

Last checked

Keep this sheet private. Do not record passwords, PINs or safe combinations.