

Create Your Records Management System

Objective: To complete your Records Management System. Organizing your records will save time, increase productivity and assist you in maximizing your financial potential.

Time Required: One to five hours.

Instructions: Choose the file names and categories you will require using the checklist provided. Label and alphabetically file all of your folders using the top drawer of your file cabinet for this year's documents and the bottom drawer for a history file. Use the important document checklist to identify and store appropriate documents in a safe deposit box or your own fire-proof safe.

Checklist

Date Completed

1 Use the file names and categories checklist to choose what you wish to use for your Records Management System

2 Label and alphabetize all file folders and documents and file them in the appropriate places.

3 Keep hard copies in your file for easy access.

4 For e-statements or records stored on your computer or accessible only through internet accounts, save an electronic back up of these files and store in a safe place.



File Names and Categories

The name of the file folder is shown first, suggested items that may go in the file follow. Add other files names as needed.

1. Bank Account (one file for each account) – monthly statements, correspondence
2. Birth Certificates – copies
3. Children's File (one file for each child) – school papers, cards, drawings, awards, diplomas, certificates
4. Clubs – health club, country club and business club
5. College Fund – applications, statements
6. Computer – Instruction manuals, contracts, statements, software licensing agreements,
7. Credit Bureau File
8. Credit Card Bills/Receipts (one file for each card) – monthly statement and contact information
9. Creditors (one file for each creditor) –contact information, statements, account agreements
10. Education – High school and college records, correspondence school, work-related courses
11. Employment Records – employment contract, employee handbook, benefits information
12. Estate Plan – Will, Living Will, Medical Power of Attorney, Trust Agreements

13. Financial Statements –Personal Statement of Success, list of your short-and long-term goals and strategies, personal balance sheet
14. Guarantees, Warranties and Instructions
15. Home – purchase contract, closing documents, survey, appraisal
16. Home improvement receipts, leases and rental agreements, payment book
17. Insurance (Auto) – automobile insurance policy, traffic infractions and accidents, automobile title, drivers license information, license plate information
18. Insurance (Health) – health policy, claim records
19. Insurance (Homeowner's) – homeowner's or tenant's policy, umbrella liability policy, personal property inventory list
20. Insurance (Life) – life policy, correspondence, quotes
21. Internet / DSL – contracts, contact information
22. Investments – IRA
23. Investments – pension, profit sharing, savings, list of checking/savings accounts, liquid assets, loans to others, IOUs
24. Investments – mutual funds, monthly statements, correspondence
25. Investments – stock and bond certificates
26. Investments – real estate (one file per property, incl. contract, closing documents, property management agreements, expenses)
27. Leases – agreements, deposit or rent receipts
28. Marriage / Divorce Records
29. Medical – contact information, medical records, doctor and hospital bills
30. Military Records - copies
31. Mortgages (one file per account) – copy of original terms, statements, contact information
32. Passports - copies
33. Personal – contact information for personal correspondence, cards, letters, pictures, etc.
34. Pets – Licensing and Medical records, Veterinary contact information
35. Receipts – miscellaneous
36. Resume
37. Retirement Plan – information relating to your job or small business retirement plan
38. Taxes – Federal and State – tax deductible receipts, tax returns
39. Telephone / Cell Phone – bills and correspondence
40. Utilities – gas, electric, water, sewer, cable