

Paper Assignment

	Paperwork Type	How to Store	Where to Store
	Awards/Certificates		
	Auto Records		
	Banking Records		
	Baptismal Records		
	Birth Certificates		
	CDs/Bonds		
	Deeds/Titles		
	Insurance Policies		
	Investment Forms		
	Keepsake Letters/Cards		
	Kids' Artwork		
	Legal Paperwork		
	Magazine/ Newspaper Clippings		
	Mail		
	Medical Documents		
	Other Vital Records		
	Owner's Manuals		
	Pet Records		
	Recipes		
	Resumes		
	Schoolwork		
	Taxes		
	Warranties		
	Wills		

Paper Assignment Example

	Paperwork Type	How to Store	Where to Store
	Awards/Certificates		
	Auto Records		
✓	Banking Records	File Folder	Home Office
	Baptismal Records		
	Birth Certificates		
	CDs/Bonds		
	Deeds/Titles		
	Insurance Policies		
	Investment Forms		
✓	Keepsake Letters/Cards	Keepsake Box	Master Bedroom Closet
	Kids' Artwork		
	Legal Paperwork		
	Magazine/ Newspaper Clippings		
✓	Mail	Basket	Kitchen
	Medical Documents		
	Other Vital Records		
	Owner's Manuals		
	Pet Records		
✓	Recipes	Recipe Binder	Kitchen
	Resumes		
	Schoolwork		
✓	Taxes	Accordion Files	Home Office
	Warranties		
✓	Wills	Folder	Safe

Paper Organization Supplies

- Accordion Files
- Albums
- Banker Boxes
- Binders
- File Cabinet
- Files
- Folders
- Flash Drives
- Hole Punch
- Index Divider Tabs
- Labeler
- Markers
- Post-Its
- Reinforcement Labels
- Scanner
- Scrapbook
- Shredder
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