

## Using your Scanner

Things to scan - anything you would make a copy of for “safekeeping”

1. Photographs
  - a. For safekeeping
  - b. For sharing
  - c. To restore
  - d. To crop
  - e. To extract
2. Bills – Utility, etc. - if you save them
3. Receipts
  - a. For insurance
  - b. To reduce the amount of paper you keep
  - c. For Warranty
  - d. So you can find them again
  - e. So you can send them electronically
  - f. Rebate forms and proofs of purchase
4. Credit Cards and Wallet contents
  - a. In case they are lost or stolen
    - i. Scan both sides
  - b. In case you need the information quickly
    - i. Like your driver’s license number for insurance quotes
    - ii. Like your medical insurance card
    - iii. Like your auto Vin #
5. Investment Statements
6. Stock Certificates
7. Savings Bonds
8. Bank Statements
9. Tax receipts and checks
10. Promissory Notes
11. Contracts
12. IRA and 401k forms
13. Annuity Contracts

14. Deeds
15. Wills
16. Vital Records
  - a. Birth, Marriage, Death certificates
  - b. Divorce Decrees
  - c. Bible pages
  - d. Passport
  - e. Social Security Card
  - f. Any old documents that are fading, aging, or crispy
17. Collections
  - a. Rare coins
  - b. Post cards
  - c. Stamps
18. Recipes
19. Prescriptions and precautions forms
20. Medical Forms
21. Correspondence – Legal
22. Newspaper clippings
23. Magazine articles
24. Insurance forms and cards
25. Travel confirmations
26. Refrigerator Art (you know - the grandkids drew you a picture)
27. What can you add here?