

Checklist: Private Information

Getting Started

Sometimes there is something you don't want discovered – or at least have deleted, erased, shredded, or destroyed before you are incapable or not living or by your power of attorney or executor. Whether you should morally have this consideration is an important, but separate, issue.

In this checklist, we are focused on logistics.

*****Note: you must disclose all children, spouses, liabilities and assets to your personal representatives, or you will expose your estate and potentially your representatives personally to significant liability and risk. Seek legal advice.**

This checklist includes the following:

- Naming Your Power of Attorney/Executor
- Providing Device Access (Computer, Phone and Tablet)
- Providing Digital Accounts & Media Access
- Providing Physical Access



Power of Attorney/Executor

You will instruct them to go through your computer, dresser drawers, medicine cabinet and anywhere else questionable items might be lurking. Then they will actually delete and or destroy them pursuant to your instructions.

Primary Representative Name/Info: _____

Backup Representative Name/Info: _____

DEVICES

Share the passwords of the following devices so your Representative can gain access. From there, figure out what you want done with the information stored on those devices.

Laptop

○ Tasks: Delete Documents | Delete Photos | Delete Videos | Empty Trash | Reformat Hard Drive

○ Notes: _____

Desktop Computer

○ Tasks: Delete Documents | Delete Photos | Delete Videos | Empty Trash | Reformat Hard Drive

○ Notes: _____

Mobile Phone

○ Tasks: Delete Texts | Delete Photos | Delete Apps | Factory Reset

○ Notes: _____

Tablet

○ Tasks: Delete Texts | Delete Photos | Delete Apps | Factory Reset

○ Notes: _____



INTERNET BROWSERS

Delete browser history and cookies from all computers and devices. To be completely safe, you should uninstall the browser software.

- Chrome
- Firefox
- Internet Explorer/Edge
- Opera
- Safari
- Mobile Browser
- Other: _____

EXTERNAL HARD DRIVE & BACKUPS

Locate and delete all offending files (photos, videos, documents, etc.) and reformat drive or discs. Tip: Don't forget to empty the trash!

- External Hard Drives
- Thumb/Flash Drives
- DVDs
- CDs
- Other: _____

EMAIL ACCOUNTS

Identify all email accounts; delete either specific emails/chats or the entire account.

- AOL
- Gmail
- Mail (Apple)
- Outlook
- Yahoo
- Work-based
- Other: _____

SOCIAL MEDIA/ONLINE MEMBERSHIPS

Identify social media accounts and digital subscriptions; delete private emails/chats or entire account.

- Facebook
- Google+
- Instagram
- LinkedIn
- Tumblr
- Twitter
- Dating Profiles
- Adult Sites
- Other: _____



Identify Skeletons In Your Closet Checklist

Cloud-Based Storage

Eliminate data from the cloud and close account. (Also note if it's a free or paid membership) Dropbox

iCloud

Google Drive

OneDrive

Other: _____

POSSIBLY OFFENSIVE PHYSICAL MATERIAL

Discard or give your Representative directions so they can locate and discard it.

PERSONAL HISTORY

Criminal Record?

Dishonorable Discharge?

Divorce Decree(s) from previous marriage(s) not mentioned?

Questionable membership info?