

APPENDIX – DIGITAL ESTATE INFORMATION SAMPLE FORM¹

DIGITAL ESTATE INFORMATION

I. LOCATIONS OF HARD COPY FILES AND MEDIA BACKUP

Personal records =

Financial =

Home/apartment records =

Media backups =

The location of traditional paper records as well as where back ups of digital information are stored is very helpful.

II. DEFAULT INFORMATION

User names =

Passwords =

Secret questions:

Mother's maiden name =

Grade school =

Street where grew up =

Many clients have default information which they use for many accounts. If no specific access information is provided, this at least provides a starting point.

Some clients may also have a method of assigning passwords. If so, the client should provide this information.

¹ For another sample form, see James D. Lamm, *Digital Audit: Passwords & Digital Property* (2012).

III. ELECTRONIC DEVICE ACCESS

<u>Device</u>	<u>Website</u>	<u>Username</u>	<u>PIN</u>	<u>Password</u>
Computer – home				
Computer – office				
Operating System				
Voice mail – home				
Voice mail – work				
Voice mail – cell phone				
Security system				
Tablet				
e-Reader				
GPS				
Router				
DVR/TiVo				
Television				

IV. E-MAIL ACCOUNTS

<u>Description</u>	<u>E-mail address</u>	<u>Username</u>	<u>PIN</u>	<u>Password</u>	<u>Disposition Desires</u>
Work					
Home					
School					

V. DOMAIN NAMES

<u>Website/Domain Name</u>	<u>Webhost</u>	<u>Username</u>	<u>PIN</u>	<u>Password</u>
Personal				
Business				

VI. ON-LINE STORAGE

<u>Name</u>	<u>Website</u>	<u>Username</u>	<u>PIN</u>	<u>Password</u>
Dropbox				
Google Drive				