

Make one part of your digital life easier to find.

Start with one archive, one trusted person and one next action. Keep this sheet with your private organizing notes.

1 Choose one thing worth preserving.

A family photo collection, important document folder or account that matters to your household.

2 Record its location and check one copy.

Write the folder or service name. If you are authorized, open a few files from a separate backup and note the date checked.

3 Review the official provider process.

Check whether the service offers a legacy contact or inactive-account tool, and what it requires. Record any unfinished step.

4 Connect the people and the authority.

Ask a trusted person whether they are willing to help. Record whom to consult about the authority required for the task.

5 Make the next step easy to find.

Show your trusted person where these notes are kept. Store passwords, recovery codes and other secrets separately.

MY FIRST ARCHIVE / ACCOUNT

DATE CHECKED

WHERE MY NOTES ARE KEPT

MY NEXT ACTION

THREE PARTS OF A USABLE PLAN

ACCOUNT MAP

LEGAL AUTHORITY

PROVIDER PROCESS

Official starting points: [Apple Legacy Contact](#) and [Google Inactive Account Manager](#). Requirements differ by provider.

Companion to My Digital Legacy by Erik Sartor. An organizing aid, not a legal document. Keep completed notes private. First checklist edition: October 14, 2026.