Now that hurricane season is almost over, it may be a good idea to update your important documents. Having them in order now can help when filing for an insurance claim or registering for federal disaster assistance. Updating documents applies to individuals, families and business owners. Check which ones apply to you.

**Personal documents**
- Birth certificate
- Local government-issued identification like driver’s license, children’s ID or Real ID
- Passport
- Medical records
- Insurance documents
- Wills and death certificates
- Prescriptions

**Business documents**
- Articles of incorporation
- List of officers, directors and employees’ names and phone numbers
- Insurance policies
- Computer backups
- Tax-related documents
- Preparedness plans and evacuation routes

**Apartment building documents**
- Master deed for common areas
- Master insurance policies
- List of names and addresses of all unit owners and renters and those who may need help in case of emergency
- Emergency plan and evacuation routes

**Proof of home ownership documents**
- Deed, property title or lease
- Bill of payment record
- Land installment contract
- Mortgage documentation or payment booklet

Make digital copies and store them in a cloud. Protect hard copies by storing them in sealed plastic bags. Remember to update your documents every six months.