

# Checklist: Identify & Eliminate Skeletons In Your Closet

## Getting Started

A quick snapshot of everything you might want to take to the grave – or at least have deleted, erased, shredded, or destroyed by someone you trust after you're gone.

This checklist includes the following:

- Naming A Person You Trust Implicitly
- Device Access (Computer, Phone and Tablet)
- Digital Accounts & Media
- Physical Media & Items
- Personal History

## Remember

[Create an Everplan](#) to easily and securely update and share this vital info with the people you love and trust.

## NAME A CLEANER

The one thing you will need is a person you trust implicitly to carry out your wishes. We call this person a Cleaner, and they should do exactly what you ask without judgment. They'll go through your computer, dresser drawers, medicine cabinet and anywhere else questionable items might be lurking. Then they'll actually delete and or destroy them without question or complaint.

Primary Cleaner      Name/Info: \_\_\_\_\_

Backup Cleaner      Name/Info: \_\_\_\_\_

## DEVICES

Share the passwords of the following devices so your Cleaner 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: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

## INTERNET BROWSERS

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

- |   |   |
|---|---|
| <input type="checkbox"/> Chrome                 | <input type="checkbox"/> Firefox        |
| <input type="checkbox"/> Internet Explorer/Edge | <input type="checkbox"/> Opera          |
| <input type="checkbox"/> Safari                 | <input type="checkbox"/> Mobile Browser |
| <input type="checkbox"/> 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!

- |   |   |
|---|---|
| <input type="checkbox"/> External Hard Drives | <input type="checkbox"/> Thumb/Flash Drives |
| <input type="checkbox"/> DVDs                 | <input type="checkbox"/> CDs                |
| <input type="checkbox"/> Other: _____         |   |

## EMAIL ACCOUNTS

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

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> AOL          | <input type="checkbox"/> Gmail      |
| <input type="checkbox"/> Mail (Apple) | <input type="checkbox"/> Outlook    |
| <input type="checkbox"/> Yahoo        | <input type="checkbox"/> Work-based |
| <input type="checkbox"/> Other: _____ |                                     |

## SOCIAL MEDIA/ONLINE MEMBERSHIPS

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

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Facebook        | <input type="checkbox"/> Google+     |
| <input type="checkbox"/> Instagram       | <input type="checkbox"/> LinkedIn    |
| <input type="checkbox"/> Tumblr          | <input type="checkbox"/> Twitter     |
| <input type="checkbox"/> Dating Profiles | <input type="checkbox"/> Adult Sites |
| <input type="checkbox"/> Other: _____    |                                      |

## Cloud-Based Storage

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

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Dropbox      | <input type="checkbox"/> iCloud   |
| <input type="checkbox"/> Google Drive | <input type="checkbox"/> OneDrive |
| <input type="checkbox"/> Other: _____ |                                   |

## PHYSICAL MEDIA, "TOYS," & OTHER POSSIBLE OFFENSIVE MATERIAL

Give your Cleaner some direction so they know where this stuff is. And no giggling!

- |   |  |
|---|--|
| <input type="checkbox"/> DVDs                                   | <input type="checkbox"/> VHS   |
| <input type="checkbox"/> Magazines                              | <input type="checkbox"/> Photos  |
| <input type="checkbox"/> Racy Garments                          | <input type="checkbox"/> Toys (Not of the Lego or action figure variety)         |
| <input type="checkbox"/> Adult Novelty Items                    | <input type="checkbox"/> Danger Books/Reading (Example: anarchism, terrorism)    |
| <input type="checkbox"/> Unregistered Weapons                   | <input type="checkbox"/> Personal Correspondence, Love Letters and Notes         |
| <input type="checkbox"/> Private Journals and Diaries           | <input type="checkbox"/> Hidden Assets (cash, jewels, other valuables)           |
| <input type="checkbox"/> Wig/Hairpiece                          | <input type="checkbox"/> Prosthetics (example: falsies, shoe lifts, etc.)        |
| <input type="checkbox"/> Piercings/Body Modifications           | <input type="checkbox"/> Medication: Personal Issues (mental or sexual disorder) |
| <input type="checkbox"/> Medication: Painkillers to be disposed | <input type="checkbox"/> Narcotics (including related paraphernalia)             |
| <input type="checkbox"/> Other: _____                           |  |
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## PERSONAL HISTORY

- Criminal Record: eliminate any discharge papers or other remnants you may still have.
- Dishonorable Discharge: Smooth over the situation if the family expects to receive a military funeral or other benefits and are declined.
- Divorce Decree(s) from previous marriage(s) you never mentioned
- Illegitimate Children
- Secret Society: membership info and items that go with it.
- Racist/"Hate" Groups: and all the items that go with that.
- Swingers Club Membership
- Other: \_\_\_\_\_

## NOTES & PERSONAL THOUGHTS

Use this section for any important information, personal thoughts, or anything we may have missed. Remember, you can do this all online. Create an Everplan so this info, along with much more, is neatly organized, securely stored, and easy to share with the people you care about most.

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