

HOUSEHOLD SECURITY: ORGANIZING MAIL AND DOCUMENTS

- Identify a trusted friend or family member to help you read and sort your mail.
- Commit to reading, sorting, and filing all new papers once a week or at a regularly-set time.
- Designate a specific drawer in the kitchen or a basket on the counter to hold your mail.
- Create a designated location for pieces of mail that are most likely bills and letters.
- To sort your mail, use file folders in different colors or sizes, giant/medium sized manila envelopes, or in/out stacking trays.
- Larger catalogs and magazines are usually easy to distinguish from regular-sized envelopes.
- The choice of system is yours, but try to be consistent when setting up and using whatever mail organization system you select.

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This and other vision loss information is also available online at VisionAWARE.org, a "Self-Help for Vision Loss" website. VisionAWARE is a program of AWARE.

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keep you in the dark.*

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HOUSEHOLD SECURITY: ORGANIZING MAIL AND DOCUMENTS *(cont.)*

- Advertisements often come in odd-sized envelopes, but if you are in doubt, place these in the same location as your bills and letters and ask your reader to sort through them with you.
- The choice of system is yours, but try to be consistent when setting up and using whatever mail organization system you select.
- Invest in a simple paper shredder. Shred all "throw-away" documents, especially those that include your name, address, Social Security number, or financial information.
- Shred and purge documents, bills, and papers that are more than seven years old.
- Consider keeping one-of-a-kind documents, such as birth certificates and insurance policies, in a locked fire-safe box.
- Give duplicates of important documents to a family member or use a safety deposit box at your bank.

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