Household Document Backup and Readback Note

A listed filename is not a verified readable copy.

Preserve the original while checking the backup separately.

Hypothetical example: an adult copies selected receipts through an existing secure method and opens one backup file to verify the current readable content.

01 Identify the selected files

Choose the current files and their permitted access.

Documents and current versions

Original location

Adult permitted to manage them

02 Make the separate copy

Use the existing appropriate backup method and record its scope.

Chosen backup method and directions

Files actually covered

Backup location and completed time

Household Document Backup and Readback Note / Review & follow-through

03 Read back one copy

Open a copied file from the backup location.

File opened from backup

Expected content and version checked

Missing or unreadable item

04 Keep the backup current

Assign safe storage and the next update check.

Storage and access care

Adult owning the next update

Document change or review date trigger