

Here are tips for how to maintain documents related to services, programs, education and medical care for people with disabilities.

1. Save the envelopes you receive so that you have the postmark date. Also, write the date you received the document on the envelope.
2. Make a copy of original documents and paper clip documents together that were mailed in the same envelope.
3. Do not write on or punch holes in original documents. Instead, put Post-It notes on documents with your notes or highlight in yellow highlighter. Yellow highlighter will not appear when a document is copied.
4. Never throw documents away.
5. Designate a box or other container for all of the documents. Accordion folders and binders can be useful for keeping documents organized and categorized. You should save all documents as you may need them in the future.

For further information or advocacy services, contact Arc Greater Twin Cities at 952-920-0855 or visit www.arcgreatertwincities.org. Tell us what you think about this Arc Guide. Please complete a short survey online at <http://arcgreatertwincities.org/resources.aspx>. Thank you!