



## **Skeletons in Your Digital Closet Checklist**

(based in part on info available at [www.everplans.com](http://www.everplans.com))

**Be on the lookout for anything potentially dangerous, illegal, embarrassing or secret:**

- Computer, Phone and Tablet: Delete Browser History/Cookies on all computers (Tip: clear cache afterwards)
  - Chrome
  - Firefox
  - Internet Explorer
  - Safari
  - Other \_\_\_\_\_
- Computer Hard Drive: Locate and delete all potentially sensitive or offensive files (e.g. photos, videos, documents, etc. Tip: After doing this, don't forget to empty the trash)
  - Laptop
  - Desktop
  - Other \_\_\_\_\_

External Backups: Delete offending files, reformat drive or discs

- External Hard Drives
- Thumb/Flash Drives
- DVDs
- CDs
- Other \_\_\_\_\_

Email: Identify all email accounts, delete either specific emails/chats (Tip: search by subject or person); or the entire account if no longer needed

- AOL
- Gmail
- iCloud
- Outlook
- Yahoo
- Other \_\_\_\_\_

- Social Media: Identify social media accounts; delete private emails/chats or entire account
  - Facebook
  - Instagram
  - LinkedIn
  - Tumblr
  - Other \_\_\_\_\_
- Cell Phone: Delete texts, photos, apps, etc.
- Tablet: Delete photos, apps, etc.
- Site Memberships and Digital Subscriptions
- Dating Profiles: Disable and delete profiles
- Adult Site Accounts or Memberships
- Digital help for personal issues: (e.g., Support Groups for abuse, addiction, or a mental disorder or other private matters)
- Cloud-based storage: Eliminate data from the cloud and close account. (Also note if it's a free or paid membership)
  - Dropbox
  - iCloud
  - Google Drive

**BONUS:** Physical (as opposed to Digital) Media, “Toys” and Other Possibly Offensive Material

- Magazines
- Photos
- “Toys” (Hint: Not of the Lego or action figure variety)
- Racy Garments
- Adult Novelty Items
- Books/Reading Material That Could Be Misunderstood (Example: books on anarchism, communism, terrorism...)
- Weapons
- Personal Correspondence, Love Letters and Notes
- Private Journals and Diaries
- Wig/Hairpiece/Prosthetics (example: falsies, shoe lifts, etc.)
- Piercings/Body Modifications Jewelry
- Medication: Secret personal issues (example: mental or sexual disorder)

Personal History Records

- Criminal background.
- Dishonorable discharge.
- Divorce decree(s) from previous marriage(s) you never, ever talk about
- Out of wedlock births or secret adoptions
- Secret society membership info and items that go with it.