Household Updates — Review & Renewal Companion

Free working edition 0.1 | November 2, 2026 | David Tom Publishing

A companion to the Family Emergency & Legacy Binder. Read the short guide, choose one worksheet and link it to the current master record. These are original planning prompts and fictional examples, not official forms or a preparedness certification.

Print and write by hand, or use the editable Word file. No online entry, automatic reminders or fillable PDF fields are included. Keep completed records private; use aliases and omit passwords, recovery codes and full account or government identification numbers.

For immediate danger or a life-threatening emergency in the United States, call 911 and follow local official instructions. Do not delay an urgent response to complete a worksheet. Individual care instructions must come from the responsible qualified source.

Working edition: reader, native Word, physical-print and assistive-technology acceptance remain open. PDFs are untagged; no PDF/UA compliance or professional signoff is claimed. Print one sample page before a full run.

Review one section all the way through

Choose one section and stay with it until you know what is current, what is uncertain, and what needs changing. Moving quickly across every section can create a long list of vague reminders without resolving the first one.

Begin with the information a helper would need first. Can you locate it from the index? Does the named person still hold the responsibility? Does the date describe the last actual check? A recent file-save date alone does not show that its contents were reviewed.

The existing 21-A and 21-B workflow remains the home for handoff tests, changed pages, and unfinished matters. These cards are short prompts for that process, not a new replacement review system.

Use a three-part review conversation

First ask, “What changed?” Name the contact, responsibility, document, or location. Then ask, “What did we check?” Identify the record or conversation that supports the correction. Finally ask, “What still needs an action?” Keep the incomplete part separate from the correction already made.

A contact may have changed while the service itself remains the same. A document may have moved while its content remains current. Describe the actual change instead of replacing an entire section without a reason.

Worked script: a moved record

Reviewer: “The page says the service agreement is in the desk folder. Is that still correct?”

Record holder: “The current copy is in the Household Services folder. The desk copy is older.”

Reviewer: “Let's update the locator, identify the current version date, and decide how to mark the older copy so a helper does not mistake it for the current one.”

This is a fictional script. Its purpose is the sequence: identify the difference, verify the location, and make the correction traceable. It does not establish that an old record should be destroyed.

Worked script: a contact role changes

Reviewer: “The page names Morgan as the person who checks this renewal. Has that responsibility changed?”

Household member: “Lee now receives the reminder, but we have not agreed who completes the check.”

Reviewer: “Then we should not simply replace Morgan's name with Lee's. We need to agree on the responsibility, record the person who will act, and confirm how the result will be shared.”

The card keeps an unresolved decision from being disguised as a corrected name.

Keep the next review meaningful

Choose a review trigger that fits the information. A change of responsibility, a moved record, or a provider change may justify a check before an annual review. A calendar date can also be useful, but

the reminder should name the task without exposing private information.

A review ends when the next person can tell what was verified and what remains open. It does not require pretending that every page is complete.

Close the change in the master record

Use UP-01 during the conversation, then transfer the accepted correction to the existing Binder record and 21-B. Date the master and identify affected limited copies. Avoid leaving a corrected card alongside an unchanged master without a clear next action.

UP-02 follows the references that need attention. Do not distribute a newly complete master to everyone who received an older limited copy. Review the original purpose and permission. A review reminder should identify the task without exposing private details.

UP-01 — Traceable update

Link this sheet to the existing Binder master. Short notes are enough; use a labeled continuation for longer answers.

Binder section and exact page code

Change reported and source of the report

What was checked and the date of that check

Correction made and current version identified

Other copies or references affected

Open decision, responsible person and review trigger

Handoff test recorded on existing 21-A/21-B

UP-02 — Copies and open decisions

Link this sheet to the existing Binder master. Short notes are enough; use a labeled continuation for longer answers.

Master record code, version and keeper

Limited copy or linked reference affected; agreed holder

Correction needed; source/date and current status

How the holder will identify the current version

Retention or disposal question for the responsible person; no automatic deletion

Next check, responsible person and link back to 21-B

Sources and keeping one current record

R1 — NYC Emergency Management: Be Ready New York

https://www.nyc.gov/site/em/ready/be-ready-new-york.page

Planning, supplies, official alerts and practice. NYC-specific recommendations must not be assumed to be universal.

R2 — NYC Emergency Management: Disabilities, Access & Functional Needs

https://www.nyc.gov/site/em/ready/disabilities-access-functional-needs.page

Support networks, discussing the plan and preferred communication methods.

R3 — NYC Emergency Management: Pets & Service Animals

https://www.nyc.gov/site/em/ready/pets.page

Plan transport/shelter, keep relevant records and practice with the animal; local rules and qualified individual advice still apply.

Keep one master: Binder 21-A/21-B for reviews; 15-A/15-B for dependent/pet care; 02-A for the existing emergency reference. The companion codes identify extra sheets, not new legal roles or replacement master pages.

Sources checked November 2, 2026. Official NYC material supports the narrow planning principles noted here. Ready.gov pages were inaccessible to this environment and are not described as freshly verified. No official form text, quantities or local transport/shelter rules were copied into these worksheets.

For longer answers, use another sheet labeled with the companion code, parent Binder page, question and date. Leave uncertain information unresolved and identify the next check. Existing free Binder and fridge/babysitter resources remain available separately at davidtompublishing.com/family-emergency-legacy-binder/.