DOCUMENT REPLACEMENT & CASE TRACKER

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Private when completed	Use whenever essential records are lost, inaccessible, disputed, or being replaced

When records are missing, the work becomes procedural: identify the issuing office, preserve proof, obtain a case number, note fees and deadlines, and keep every receipt and response. This tracker keeps replacement work from disappearing into phone calls and portals.

REPLACEMENT REGISTER

Record	Issuing office / custodian	Case / reference no.	Proof required	Requested	Deadline / ETA	Status

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EVIDENCE SUBMITTED

Date	Case / record	Document or proof submitted	How sent	Receipt / confirmation	Original retained?

FOLLOW-UP AND ESCALATION

Next follow-up date

Appeal / correction path if denied

Fee waiver / hardship path if applicable

Trusted copy holder / backup location

Records still impossible to replace

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REPLACEMENT DISCIPLINE

- [ ] Keep originals when an office accepts copies unless an original is legally required.
- [ ] Record confirmation numbers and names/titles when available.
- [ ] Preserve denial notices and appeal instructions.
- [ ] Update the Household Continuity File when replacement is complete.

Source basis: Built To Resist records and rights chapters; Every Government Dies household continuity file.
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