An example. The family, the names and the domain are invented. Yours will look different; the columns are the same.

Who holds the keys: a filled example

What one looks like after an hour.

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What	Where it is today	Whose name the account is in	Who has the password or key	Who could open it if you could not	When anyone last tried to recover it
Mail	Google Workspace, twelve mailboxes	The IT supplier we left in 2022	Marco; that supplier	Nobody we can name	Never
Documents	Google Drive, and a shared disk in the office	Marco's own account	Marco	His assistant, some folders	2023, one file
Photos	Three phones and one Apple account	Anna	Anna	Nobody	Never
Passwords	A notebook, and the browser on Marco's laptop		Marco	Nobody	Never
Calendar and contacts	Google	The same supplier	Marco	His assistant, by delegation	Never
The domain (the name after the @)	rossi.example, registered in 2014	An employee who left in 2019	Not known	Nobody	Never
Backup copies	A disk in the office cupboard		The supplier we left	That supplier	Never restored

The three findings that followed

1. The domain is in the name of someone who left. Whoever holds the domain holds the mail: move it into the family's name first.
2. Nothing has ever been restored. Restore one mailbox and one folder this month, and write down what came back.
3. Every row passes through Marco. Write down a second person for each one, and where their access is kept.

An hour with me, free, and this page is yours:
arasaka.software/who-holds-the-keys