

Photo Archiving Checklist

Photo Preservation Basics

- Store photos away from light, at a reasonable temperature
- Handle photos carefully in a clean environment
- Do not use paperclips, rubber bands, adhesives, or write on photos

Assessing Your Collection

- Prioritize photos
- Determine sizes and extent of prioritized materials to inform storage decisions

★ Milestone 1

- Get storage materials

Organizing Your Collection

- Identify and group photos by theme
- Name and label your groupings

★ Milestone 2

- Create an inventory and put photos in safe storage

★ Milestone 3

Digitization

- Determine your goals for creating digital copies
- Determine how you will create digital copies of your photos
- Organize digital files to reflect the organization of the physical photos
- Make a copy!

Collecting Stories

- Interview family members
- Optional: Map out family tree
- Consider stories within a broader historical context

★ Milestone 4

Sharing Stories

- Seek permission before posting online
- Use a digital exhibit platform
- Create a plan for a physical display