

Checklist

PROJECT ORGANIZATION

How do you organize your photographs and memorabilia? This checklist will help you choose the best organization method for you.

DIGITAL PHOTOS

- Organize scanned or digital photos with photo-organization software.
- Burn images onto CDs for safekeeping.
- Start an online photo album to share photos with family and friends.

PRINTED PHOTOS

- Organize photos chronologically, by subject or by each individual in your family in archival photo boxes, photo storage cases or totes. Use divider tabs, envelopes or index cards for each section.
- Display family photos in collage frames.
- Slide photos into albums with photo sleeves. (Remember never to use magnetic albums.)
- Don't forget about the memories that are being created right now! Keep one or two plastic containers on hand to store all of your memorabilia.

PRINTED AND DIGITAL PHOTOS

- Consider hiring someone to do the work for you. There are many reputable companies who have made it their business to help organize and document memorabilia, photos and digital files.

A few notes:

- ✿ Whatever your organization method, be sure to store photos away from light and moisture, and avoid areas that run the risk of water damage.
- ✿ Be sure to label each picture so future generations will have the information to go along with the priceless images. Use a soft graphite pencil, fine-point marker or permanent pen that is waterproof, odorless and permanent. Never use a ballpoint pen.