

ARCHIVES PROJECT SUPPLIES LIST



- Storage bins with lids – various sizes
- Records center boxes
- Archival boxes – various sizes for different formats
- Archival or manila folders
- Photo sleeves or envelopes for different photo formats (slides, prints, negatives)
- Labels for boxes or folders
- #2 pencils - no ink
- Plastic fasteners (paper clips) - no metal
- Where to purchase? Office supplies stores (OfficeMax, Target), Demco or Gaylord Archival for speciality acid-free boxes and folders



archives boxes

archival folders



records center boxes



#2 pencils



plastic bins



Need help? Contact Vicki at tobiashistoryresearch.com