

# FAMILY ARCHIVES PROJECT PLAN

**Goal:** Review boxes of history materials, condense into fewer, more uniform-sized boxes, donate some items to a historical society, share stuff with other family, digitize photos, dispose of unwanted items.

**Deadline (12 months before moving date):** \_\_\_\_\_

## Action plan

- **Gather the collection** into centralized work area
- Take stock of what you have, **create an inventory**
- **Review** one bin, box or folder each week
- **Make decisions** about what to **1) keep or repurpose, 2) donate, or 3) throw away**
- Identify items that need **extra conservation** or could be **digitized**
- Create **organization scheme** for the collection, family line-person-decade-location
- **Re-box** into uniform-sized, stackable plastic bins or boxes, label containers using a waterproof marker (no sticky labels)
- Store items in **climate-controlled, secure space** - no attics or basements
- **Digitize** photos for gifts, share with family and friends
- **Repurpose heirlooms** into new, useful items - give as gifts!
- **Donate** historically relevant items to a historical society or offer them to family
- **Dispose** of unwanted items. Goodwill or recycle
- **Don't forget the digital!** Email, photos, videos, social media

**Need help? Contact Vicki at [tobiashistoryresearch.com](http://tobiashistoryresearch.com)**

