

Archival Information: Options and Resources

Preservation Tips

Archival techniques may vary for:

- Traditional Scrapbooks
- Photographs
- Newsletters, Brochures, Flyers, Clippings
- Digital Media

Traditional Scrapbooks

- Use scrapbook pages labeled free of acid, lignin, and polyvinyl chloride (PVC).
- Do not overstuff them.
- Do not laminate pages.
- Page protectors made of polyester, polyethylene or polypropylene are okay. Verify they do not contain PVC.
- Do not use magnetic pages. They can damage items.
- Caption items using archival ink pens. Captions should include event, date, place, and names of persons in the picture.
- To fasten items to pages, use an archival acid-free glue stick OR archival photo corners OR Scotch® “Magic” tape 810. Fasten items at corners only.
- Do not use contact glues, hot glue, rubber cement, or adhesive tapes other than the Scotch® Magic tape 810.

Photographs

- Use brand-name inkjet inks (Canon, Epson, HP, or Lexmark) to print digital photos. Photos printed with refilled or remanufactured inks will not last long.
- Use matching brand-name photo papers for best longevity.
- Caption photos in a non-image area using archival felt-tip marker pens. Do not use ballpoint ink.
- Handle photos by edges only.

Newsletters, Brochures, Flyers & Clippings

- Use acid-free paper for printing or make a copy of the original on acid-free paper.
- For Clippings: Newsprint deteriorates rapidly due to high acid and lignin content.
- Spray the clipping with a de-acidifying solution; OR
- Make a copy on acid-free paper.
- Caption clippings with the source, date, section, and page number.

Digital Media

- **Use a photo sharing website such as Shutterfly or Google Photos**
- Memory Books written documents, news articles, and photos may be saved on portable hard drives, or flash drives,. Life expectancy is short for all digital media as technology is constantly changing.
- Create new archival media copies at least every 5 years using up-to-date technology options to avoid data loss.

Storage

- Store paper records (photobooks, scrapbooks, photos and other papers) in climate-controlled areas where there is minimal variation in temperature and humidity. Ideal is 68°-70° F with 40%-50% humidity.
- Attics, garages, and outdoor storage buildings which experience excessive heat and high humidity are poor storage areas.
- If storage space of records at your home is a concern, local libraries, history centers, or other archival repositories may be contacted for their interest. Keep in mind that if items are donated, they will become the property of that facility and no longer will belong to the association or group.