

Preserving Your Family's Legacy



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Introduction

Who Are The Family Archivists?

We are a certified Photo
Management Company and
Personal Archivists.

Rachel Hagar:

- BA in Photography
- Master in Library and
Information Science, Archival
Concentration
- Certificate in Digital Asset
Management

Morgan Hagar:

- BA in Photography
- Professional Photographer
and Retoucher with 20 years
experience.



The Family Archivists Services

Analog Photo Organization

We sort and categorize your prints, slides, and negatives, making it a breeze to locate and rediscover the joy of your favorite memories.

We work with you to make sure that your family collection is safely stored in archival safe materials.

Digital Photo Organization

We consolidate your digital photo libraries that may exist across multiple computers and devices, remove duplicates, and create an organized, searchable system by using metadata and keyword tagging.

We recommend reliable photo backup and storage solutions to ensure the safety of your digital memories.

Digitization and Film Transfer

We digitize your collection of prints, slides, film negatives, photo albums, scrapbooks and other family memorabilia such as children's artwork, letters, recipes and greeting cards. We also digitize video cassette tapes such as VHS, MiniDV, 8mm and more, as well as film reel mediums like 8mm, Super 8 and 16mm.

Digital Restoration

We offer digital restoration of photos. This process typically includes repairing tears, removing stains, adjusting color balance, and reducing noise to bring out the original details of the image.

This method not only rejuvenates the visual appeal of the images but also helps in safeguarding the historical and sentimental value of the photographs.

Artwork and Heirloom Digitization

We digitize individual physical objects or collections such as sculptures, trophies, fine china, antiques, collectibles, sport memorabilia, etc.

If someone collects it we can photograph those items using professional studio quality photography.

Family Archive Preservation

We will organize, edit and preserve your prints, slides, film negatives, documents, etc. in your choice of archival storage solutions whether boxes or albums.

We will also discuss your options in regards to hard drive back ups and cloud storage solutions to create a personally tailored preservation plan for your family's archive.

Outline

1. What is a Family Archive?
2. Physical and Digital Archives
3. Why Should You Create a Family Archive?
4. Components of a Family Archive
5. Challenges in Legacy Preservation
6. Where to Begin in Creating a Family Archive
7. Organization of Materials
8. Analog/Physical Preservation Basics
9. Digital Preservation Basics
10. Retrieval of Materials
11. Software and Back-Up
12. DIY vs Professional
13. Questions

Definitions

What is a Family Archive?

A Family Archive is a physical and/or digital collection of photos, film, video, documents and memorabilia organized in a manner that allows others to view the materials; learn about the lives of the people being documented; and be impacted by the legacy of those people.

Physical vs Digital Archives

Physical Archive

A physical archive is collection of documents, records, or materials that are stored in a tangible, non-digital format.

These documents and/or objects are stored in archival materials to ensure long-term preservation.

Physical archives usually include an index or container list to help locate materials.

Digital Archive

A digital archive is a collection of electronic or digitized materials that are stored and managed in a digital format.

Digital archives often use specialized software and systems for cataloging, indexing, and retrieving digital content.

Digital archives offer several advantages, including the ability to easily duplicate and back up content, provide remote access to users, and facilitate efficient search and retrieval processes.



Why Should You Create a Family Archive?

Preserve Family History


Your Family Archive ensures that future generations have access to the stories, photos, and documents that make up your family's unique journey and its place in history.

Pass Down Values and Traditions

It's a way to teach your children and grandchildren about their roots and the importance of family. Your family archive can be a repository of values and traditions that have been cherished for generations.

Connect Generations

Younger family members can connect with their ancestors and gain a deeper understanding of their family's heritage. Your family archive bridges the generation gap sparking interesting conversations.



What are the components of a Family Archive?

Photographs, Slides and Negatives

Family portraits, snapshots, school portraits, candid and images of significant events and milestones.

Documents

Birth Certificates, Marriage Licenses, Wills, Letters, Diaries/Journals, Newspaper Clippings, Diplomas, etc.

Artifacts

Family heirlooms, Objects of cultural or historical significance, Items passed down through generations, Plaques, Artwork, Memorabilia.

What are the components of a Family Archive?

Genealogical Records

Family trees, charts, and genealogical research materials that trace the family's lineage and history.

Oral Histories

Audio or video recordings of family members sharing their life stories, anecdotes, and experiences.

Family Narratives

Written stories about the family's history, traditions, and key events, May include transcripts of oral histories.



Challenges in Legacy Preservation

Aging Materials

Deterioration of Photo Albums

Photographs and Negatives can degrade and oxidize over time.

Glues and Adhesives can damage photographs and make them hard to remove.

Fragility of Paper Documents

Aging paper is susceptible to fading, tearing, and yellowing and ink fades over time.

Fasteners such as rubber bands and paperclips damage papers over time.



Challenges in Legacy Preservation

Deciding What to Preserve

Identifying Significant Items

Not every photograph or document within a family collection holds equal sentimental or historical weight.

It is time consuming to read letters, look for names in yearbooks, scan newspaper clippings, etc.

Managing Space Constraints

The physical bulk of traditional scrapbooks and photo albums poses organizational and storage challenges.

Many items are bulky and/or may require special equipment to view such as VCR tapes, 8mm reels and slides.



Challenges in Legacy Preservation

Difficult Process

Technological Constraints


There is software available to help with the process but not everyone wants to purchase it.

Newer computers may not have drives to read memory cards, CDs, DVDs, etc.

Overwhelming and Emotional

The sheer amount of items that can be included in a Family Archive can be overwhelming and family members may have differing opinions.

It can be emotional going through so much family history.



Physical Sorting

Where to Begin??

You need to know what you have so you can make a plan.

The first steps are gathering materials and creating an inventory.

Gather Your Materials

Traditional Photo Formats

- Check for photo albums, scrapbooks, photo books, and framed photos.
- Explore slides, negatives, undeveloped film, and other physical photo formats.
- Don't forget to inquire with other family members and search for professional photo packages and school portrait packages.

Digital Photo Formats

- Search your desktop, laptop, tablet, and all current and old phones for photos
- Explore memory cards, thumb drives, and external hard drives.
- Look at CDs, DVDs, and email attachments for any stored photos.
- Visit your photo-sharing websites like Flickr, Shutterfly, SmugMug, Mylio; Photo retailer websites (Costco, CVS, Walgreens, Target); Family history websites (Ancestry, FamilySearch, MyHeritage); and Social Media Platforms (Facebook, Instagram, Twitter, Pinterest, Tumblr, LinkedIn).

Gather Your Materials

Audio-Visual Materials

- Gather A/V materials such as VHS or MiniDV tapes, 8mm reels, and audio cassettes.
- Create oral histories at sites like Storycorps.org

Other Physical Materials

- Locate memorabilia items such family heirlooms, baby shoes, military medals, baseball cards, Boy Scout badges, and trophies or awards.
- Find family papers, letters, wedding certificates, military records, etc.
- Don't forget children's artwork and/or artwork done by family members.
- Gather journals, diaries, recipe collections, Christmas newsletters, diplomas, certificates, passports, etc.
- Genealogy records such as family trees, charts, and research materials tracing the lineage and history of the family.

Creating an Inventory

Organization and knowing what you are working with is important.

We suggest starting by creating an inventory.

Here is a sample of one I am working on.

Box #	Contents	Format	Possible Collections	Preserve	Digitize
1	Camera in case	Item	N/A		
1	USPS Box of Slides (576 slides)	Slides	Doug's Life		x
1	Ed Partridge Jr. and Sarah Clayton Journals	CD	Partridge Historical		x
1	yellow folder, Doug dissertation	loose documents	Doug's life		
1	Lake Tahoe rental binder	Binder	Doug's Life		
1	Black, Genealogy Binder	Binder	Partridge Historical	x	x
1	Manilla Folder, Genealogy File, Ernest De Alton Partridge and Elizabeth Truman	Loose Documents	Partridge Historical		x
1	Blue Folder, Various Genealogy Records including Lyman Baptism	Loose Documents	Partridge Historical	x	x
1	Manilla Envelope, Photos and	Loose Photos	Doug's Life	x	x
1	X-Mas Photo Ornaments	items	Dougs Life	x	x
1	X-Mas News Letters	Loose Documents	Doug's Life		x
1	(2) Black Folios, Story of Pironi House	Folios	?	x	
2	(9) Yearbooks (Doug Partridge)	Bound Books	Doug's Life		x
2	Brown, Scrapbook of Poetry	Scrapbook	Doug's Life	put aside for Karen	
3	Envelope of Photos	Loose Photos	Doug's Life		x
3	Manilla Envelope, Doug Education- College and Jr High Diploma, College Evais (handwritten), cards with notes, card/gift check from Lyman and Louise	Loose Documents	Doug's Life	x	x
3	Doug Childhood Scrapbook- Art, Cards, etc.	Scrapbook	Doug's Life		x
3	Folder, Letters written by Doug	Loose Documents	Doug's Life	x	x

Organization of Materials

You will want to categorize your materials--creating a system that makes sense to you.

This is usually chronological but can also be by person, categories, or themes.

The organization isn't just about neat folders; it's about crafting a narrative that flows seamlessly through time.

As you are creating your inventory, this is a good time to think about that narrative.

Analog/Physical Preservation Basics

Supplies and Materials Needed

- Use white cotton or nitrile gloves to keep oils off of delicate materials.
- Use soft brushes and a rocket air blaster to remove dust when needed.
- Remove any fasteners.
- Only use photo safe (stabllo) pencils around photographs.
- Dental floss, fishing wire, blow-dryer and paint spatula can all help loosen photos stuck to albums.
- Envelopes and index cards to categorize and make notes.
- Use clear totes and sticky notes to sort and organize materials.
- Wear a face mask if you are bothered by dust.

Analog/Physical Preservation Basics

Sorting Methods and Tips

- Start by sorting into basic time periods- the physical look of the photograph or item can help with this.
- “A” Artifacts: Best of the best, preservation and digitization worthy.
- “B” Artifacts: Storytellers, add context and understanding maybe digitization but not preservation.
- “C” Artifacts: Photos that are duplicates, blurry, back of head, etc. Documents and newspaper clippings that aren’t relevant.
- Typically digitize As and Bs.
- Save duplicates for family members.
- Set a timer and work for a set period of time so you don’t get overwhelmed.
- Get input from family when possible.

Physical Sorting Workflow

- Determine how you plan to sort- themes or chronological.
- Use sticky notes to label temporary sorting containers.
- Pre-sort by grouping like media together (sizes, type of media, etc.)
- Sort #1- group artifacts into stack by chronological or theme depending on your sorting strategy.
- Sort #2- go through each group and choose your A, B, and C artifacts.
- Add index cards with dates and other info as you sort.
- Group artifacts to be digitized with envelopes.
- Sort memorabilia and use index cards to cross-reference with photos.

Physical Sorting Workflow

- Digitize prints and/or documents, and photograph memorabilia.
- Once digitized, move prints into archival storage containers.
- Once photographed, move memorabilia into archival storage containers.
- Remove index cards from photo collection and transfer info to photo safe cards if you want to store with with prints and/or create a container list.
- Store boxes and containers safely.
- Back up digitized images and videos and integrate into the digital family archive.

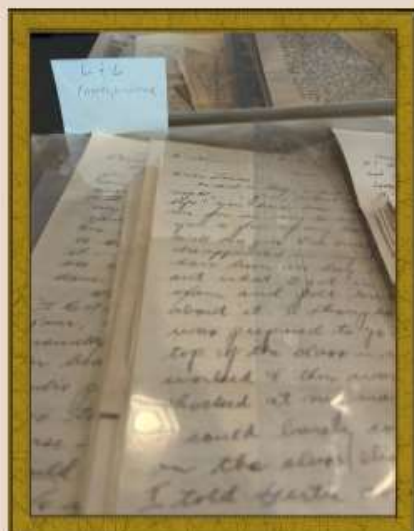
Physical Sorting Examples



Physical Sorting Examples



Physical Sorting Examples



Digital Processing

Digital Preservation Basics

Types of Scanning/Digitizing

- Flatbed scanners, drum scanners and camera-scanning.
- Different scanners are used for different materials.

Dots Per Inch (DPI)

- For high-quality prints or detailed images, a higher DPI (e.g., 600 or 1200 DPI) is recommended.
- Higher DPI settings capture more detail but also result in larger file sizes.

Audio-Visual Conversions

- Specialized equipment is needed for VHS, Mini-DV, 8mm reels and should be outsourced to a professional.

Digital Preservation Basics

Digital Organization Basics

- Keep your digital files well-organized with clear folder structures.
- Set up a regular backup routine for your important files.
- Choose widely supported and common file formats for your digital content.
- Use descriptive and meaningful file names for your digital files.
- Add metadata to your files.
- Explore cloud storage options for an additional layer of backup and accessibility.
- Share important digital content with trusted friends or family members.

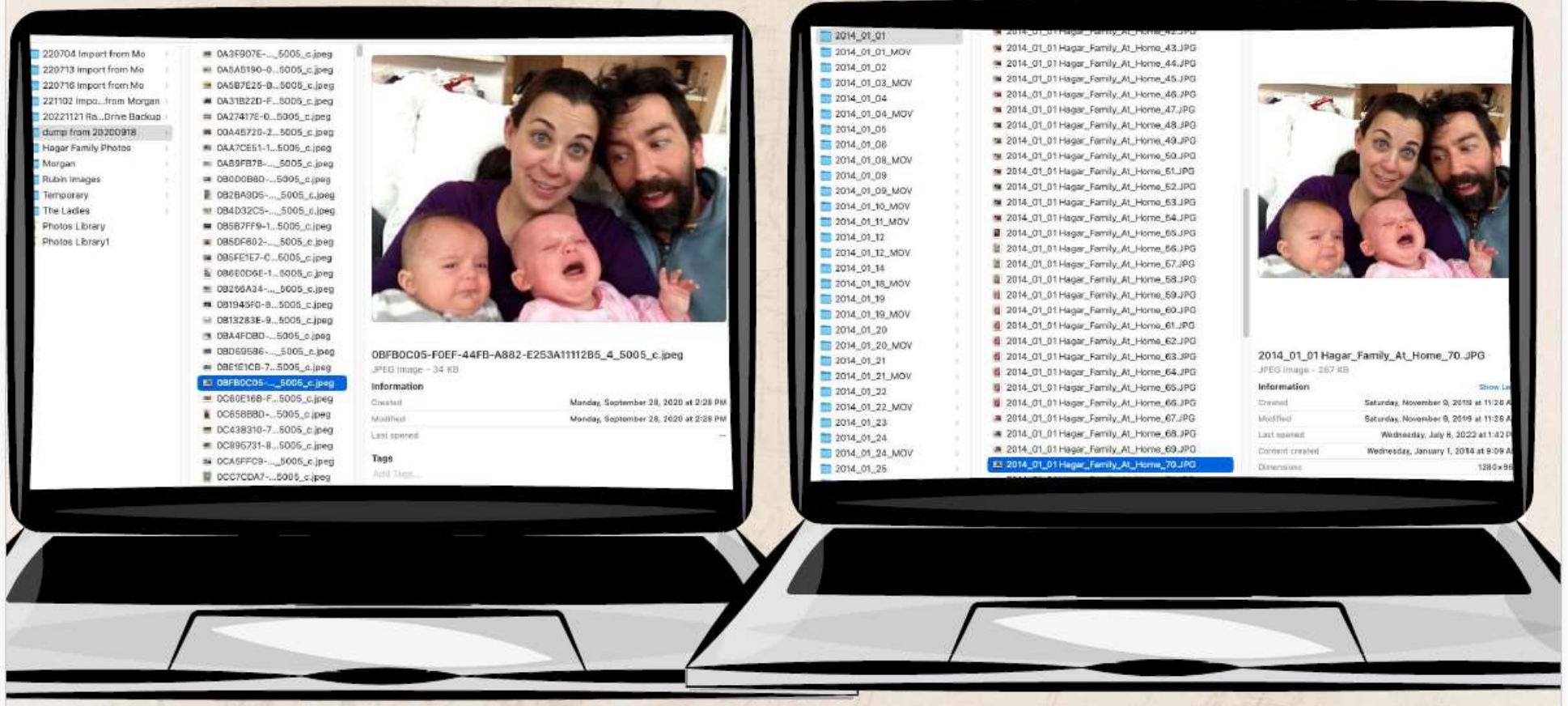
Digital Sorting Workflow

- Gather all digital photos in one place (ideally a large external hard drive).
- Move files into chronological folders. This can be done manually or with software such as Big Mean Folder Machine.
- De-duplicate photos using software such as Photo Sweeper. Keep the largest file possible.
- Edit photos to delete screenshots, memes, reminders, blurry photos, etc.
- Edit for best of moments, use favorites to identify these images.

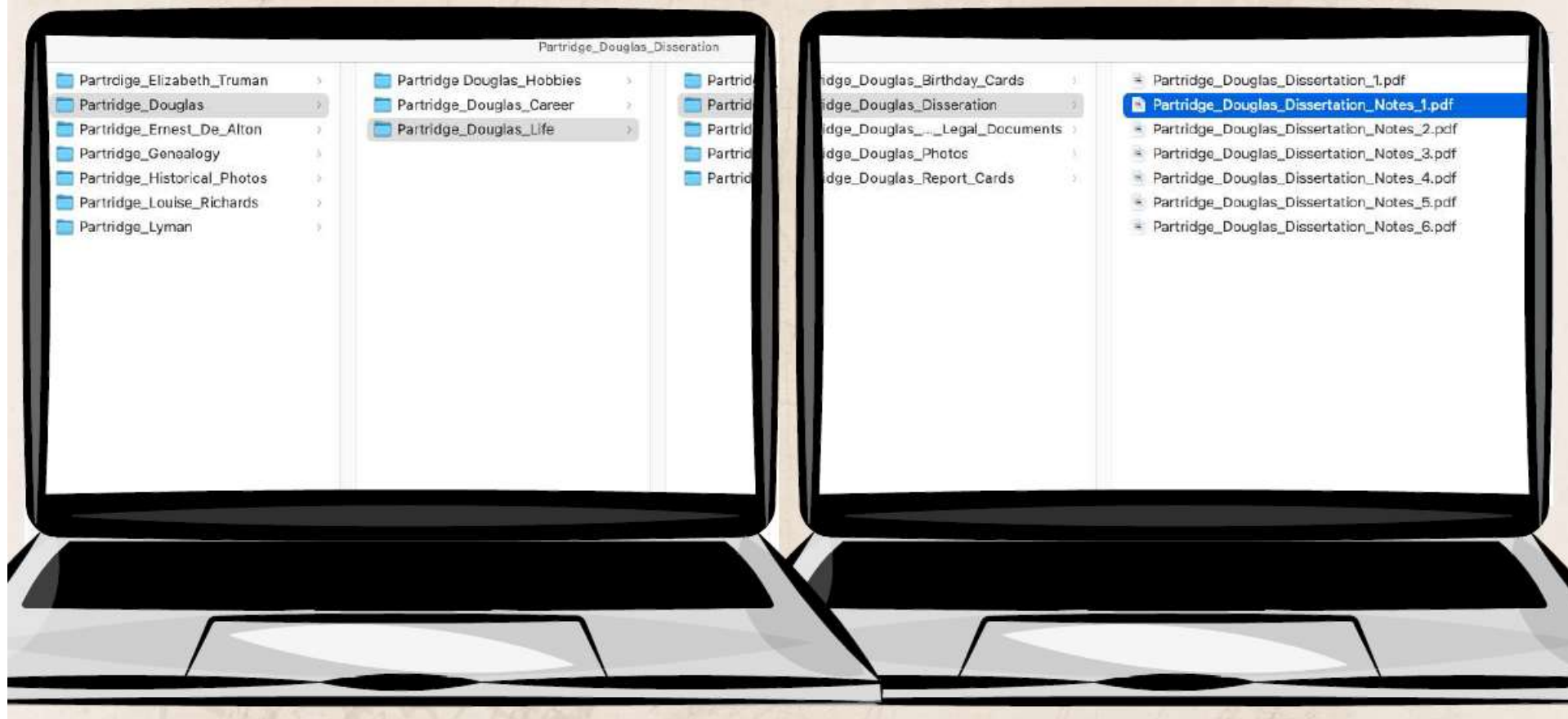
Digital Sorting Workflow

- Batch re-name files to create consistent and unique identifiers.
- Utilize folders and metadata such as keywords, facial recognition, location tagging and more, depending on platform used.
- Implement a 3-2-1 Back-up system.
- Share photos and or/albums with friends and family.
- Create photo books and other display products.

Digital Sorting Examples



Digital Sorting Examples



Retrieval of Materials

Analog or Physical

- Create a container list or inventory of each box with specifics of what is included in that box.
- Attach the container list to the outside of the box. QR codes can be used as well.
- Create an master index referencing each container list.
- Your master index and container lists are searchable documents and makes it easy to locate what is in each box.

Digital

- File folders and albums can help keep you organized.
- Additional metadata such as dates, facial recognition and locations can be utilized.
- Keywords can be added to make quick and customized searches possible.
- Depending on the photo management platform this will vary.

Software and Back-Up

Photo Management

Apple Photos, Google Photos, Amazon Photos, Mylio, Adobe Bridge

Deduplication and File Sorting

PhotoSweeper, Duplicate Cleaner, Big Mean Folder Machine

Back-Up and/or Legacy Programs

Backblaze, Apple Time Machine, Forever, Permanent.org

3-2-1 Back Up System

- 3 Copies of Data, the original, and at least two copies.
- 2 Different Media, using two different media types for storage. This can help reduce any impact that may be attributable to one specific storage media type.
- 1 Copy Offsite to prevent the possibility of data loss due to a site-specific failure.
- Back-up and Sync are not the same thing!

Conclusion

DIY vs Professional

Like with many choices in life this one often comes down to various factors. Here are some considerations to keep in mind when making the choice for yourself.

Assessing the Scale of Your Collection

Consider the size of your archive to determine if a DIY approach is feasible or if a professional service is more efficient.

Time Availability

Assess your availability and willingness to invest time in the organization process.

Budget Considerations

Evaluate your budget and weigh it against your time and inclination to learn how to create an archive.

Desire for Control vs. Delegation

Reflect on your desire for control over the organization process and whether you prefer a DIY approach or a streamlined professional service.



Questions?



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We will be sending out digital resources.
Please sign the mailing list in the back to receive
these materials.