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A Guide to Building a Family Archive
By Rachel and Morgan Hagar

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.

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 Basic
9. Digital Preservation Basics
10. Retrieval of Materials
11. Software and Back-Up
12. DIY vs Professional
13. Questions

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The A. B. C.'S of Sorting

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..

To download the free (41 page) presentation on your Windows or Mac PC

- Go to **www.SeniorsAlive.net**
- Click on **"Newsletters"** at the top of the page
- Scroll down and click on **"Family Archive"**

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