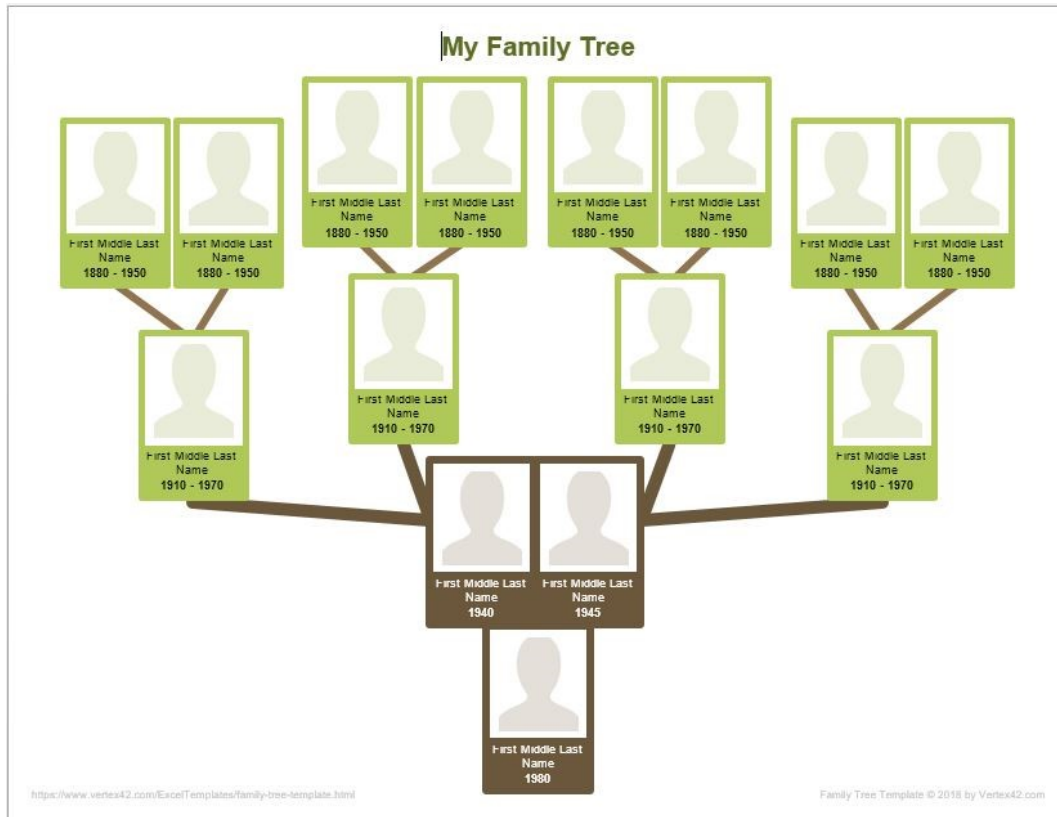






Sort into Main Groups Based on Family



Sub-Divide Main Groups



Keep Long Term	Evaluate	Extract Information and Eliminate
<p style="text-align: center;">Keep— you or other people</p> <ul style="list-style-type: none"> • Originals: photos and documents • Family heirlooms • Items with historical value • Media that needs to be digitized • COOL Stuff 	<ul style="list-style-type: none"> • Things you aren't sure if you want to keep or not <li style="text-align: center;">OR • Things that will take time to determine if they have value or information you can use 	<ul style="list-style-type: none"> • Copies of copies of information that can easily be sourced online • Items with information, but no reason to save after information is extracted • Some inherited genealogy

		
Sub-Divide Again by Action Needed AND Establish a Digital File Naming Pattern AND Establish a Digital Back-up System		
<ul style="list-style-type: none"> • Handle items with clean hands • Remove items from unsafe environments 	<ul style="list-style-type: none"> • Unfold all folded items • Large fabric items-Roll around a pillow 	Keep notes on what you are doing and things you notice (Mental notes DON'T count)
<ul style="list-style-type: none"> • Scan • Photograph • Transcribe • Ask Questions • Protect to Prevent Further Damage • Other Action Needed: 	Divide into groups: <ol style="list-style-type: none"> 1. Items to determine the value of/ Make decision to move to other group  2. Items that need to be gone through carefully/ Time commitment 	Contain items in logical groups to prevent them from being mixed in with other things you are working on. File folders are likely your best container.
Contain individual groups of items in a SAFE MANNER	Contain individual groups of items from #2 above in a SAFE MANNER	
Create a TASK LIST for this group	Create a TASK LIST for this group	Create a TASK LIST for this group

Create a TASK LIST for this group	Create a TASK LIST for this group	Create a TASK LIST for this group
<p align="center">Task List for ALL Groups:</p> <ol style="list-style-type: none"> 1. What is needed to preserve your items? 2. Obtain needed Supplies 3. Prepare Final Destinations for the items you will keep 4. Prioritize each list separately and reprioritize the highest priorities as a group 		
<p>I strongly suggest that one of your tasks be interviewing family members to find out what they know about the family that you may not know.</p>	<p>Second strong suggestion: Digitize any media (cassette tapes, VHS tapes, film etc.) that you may have access to.</p>	<p>Throwing items away is not illegal—even bad photos. Make sure that nothing is written on the back, folded inside or sticking to an item that you are getting rid of.</p>

Prioritize your Task Lists

Work with the Most Perishable or Valuable Items First

Work ONE Batch at a Time!!!

ONE Task at a Time!!!

(Keep Everything Else Contained!!!)

I can't emphasize this suggestion enough!! I have learned many things the hard way...learn from my mistakes!

ASK QUESTIONS if you don't know how to do something

Keep Going Until Your Box is Preserved

Remember Your Why?

The Why?

There is a lot of relief that comes with “finishing THE BOX”! BUT—Why did you preserve the items? After you finish the tasks above, the next task(s) on your list should include most of the following items:

- Making use of the information to add, update or correct information in FamilySearch
- Providing Ordinances to those who need them
- Adding Memories to FamilySearch and other sites
- Looking for clues that will help you find missing family members
- Sharing what you have done with other living family members
- Journal about getting to know your ancestors
- Figuring out what to do with the “Stuff” you have preserved

PreservingTime.org Links:

Save the Box

<https://www.preservingtime.org/save-the-box.html>

I've Saved My Box—*Now What Do I Do With All the Stuff?*

<https://www.preservingtime.org/what-do-i-do-with-the-stuff.html>

