



ORGANIZE	SAVING “The Box”		
	This article has helpful information about “Stuff” to help you avoid mistakes that I and others have made: https://www.preservingtime.org/gathering-the-stuff.html		
	Sort by Family Group / Type of Item (or Both)		
	I used the surnames of my 8 Great-Grandparents to start the master groups. I divided by family or individual after that depending on the volume of stuff I had.		
	↓		
	Working one Group at a Time—Sub-Divide Groups		
	↓	↓	↓
	Keep Long Term Originals—Photos and Documents; Family Heirlooms; Items with Historical Value	Evaluate— Things your aren’t sure of their value	Extract Information and Eliminate
Use file folders and or plastic boxes for sorting. After sorting into the above groups, I also recommend sorting by action needed (transcribe, scan, ask questions about, get special storage material, etc.).			
PROTECT	↓		↓
	Prevent Damage		Contain
	↓		↓
	Contain in Safe Manner		Create a Task List
	↓		
	Food Safe plastics are archival as well as most translucent storage organizer boxes. For Details see: https://www.preservingtime.org/preserving-family-treasures.html And: https://www.preservingtime.org/more-on-archiving--the-good-the-bad-and-the-terrible.html And: https://www.preservingtime.org/clues-to-identifying-photos.html		
DEFINE PROJECT (S)	What is Needed to Preserve Each Item? Create a Task List for Each Group		
	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.	Second strong suggestion: Digitize any media (cassette tapes, VHS tapes, film etc.) that you may have access to.	
	↓		Throwing items away is not illegal—even bad photos. Just make sure about what you are doing before you get rid of something. Wait until you have more experience to evaluate items you aren’t sure about. Make sure that nothing is folded inside or sticking to an item that you are getting rid of.

	<p align="center">Prepare Final Destinations for the Items You Will Keep</p> <p align="center">Obtain Supplies or Locate Equipment Needed Do You have the Knowledge You Need to Preserve the Item?</p>	
	<p>Final destinations are discussed in the links above. More information is also available in the “What do I do with all of this Stuff?” Handout: https://www.preservingtime.org/what-do-i-do-with-the-stuff.html Links for locating archival supplies are located here (scroll down the page): https://www.preservingtime.org/photos-and-stories.html</p> <p>Equipment is available at the Mapleton Family History Center to digitize cassette and VHS tapes. We also have a high speed photo scanner, several flatbed scanners for photos as well as negatives and slides and a slide converter.</p>	
PRESERVE	 	
	<p>Prioritize your Task Lists Work with the Most Perishable or Valuable Items First</p>	
	<p>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.</p>	
	<p>Keep Going Until Your Box is Preserved</p> <p>A list of monthly suggestions for “Saving Your Box” with helpful links is available on this page: https://www.preservingtime.org/save-the-box.html</p>	
	WHY?	<p align="center">The Why?</p> <p>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:</p> <ul style="list-style-type: none"> • 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