



Personal Archiving **SUPPLY LIST**



HOLLINGER BOX

OR ARCHIVAL STORAGE BOXES
+ ACID FREE ARCHIVAL FILE FOLDERS



MYLAR SLEEVES

IN DIFFERENT SIZES



PLASTIC PAPERCLIPS

FOR KEEPING ITEMS
TOGETHER TEMPORARILY



PENCILS

FOR RESERVIBLE MARKING



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Physical Storage

- **Hollinger Box (legal size)**
- **File Folders (legal size/acid-free/archival)**
- **Photo Storage Boxes (archival/acid-free)**
- **Flap envelopes or microfilm sleeves (archival/acid-free)**
- **Mylar Sleeves (passed the PAT or Photo Activity Test)**

All supplies listed above should be purchased from an archival supply vendor and not an office supply store.

Digital Storage

- **Cloud storage account (iCloud/Google/Dropbox/etc)**
- **External Hard Drive**