



HISTORY *Colorado*

Some general tips to protect personal family papers/photos:

- House them in acid-free folders in archival boxes.
- Store them several feet up from the floor, on metal shelving.
- They should not be in the basement, garage, or attic (places most likely to flooded, be overly hot, or have wide swings in temperature).
- Do *not* store them near water sources, food, or high levels of light (this includes windows).
- Do *not* store them against external walls of the house.
- Do *not* store them in places where pets or insects could easily reach them.
- Do *not* use pen to label photos on the back (even "archival pens").
- Do *not* use glue of any kind to secure them (no scrapbooking, no "magnetic" photo albums).

The main rules for saving manuscripts/photos with water damage:

- Dry them out as soon as possible (mold growth can start within just a few days).
- If you have a lot of material to dry, consider freezing items until you can get to them.
- With loose papers, lay them flat to dry, with a fan or a/c on them.
- With books, stand them on their edge, fanned out (so interior pages dry), and interleave every 10 pages or so with blotting papers or newsprint paper (without ink...just plain paper, available at some art supply stores or Amazon). Be careful of over-stuffing a book and ruining the spine.
- With wet photos stuck together--do not try to separate them. The same goes for glossy "clay coated" paper.
- If materials are valuable, contact a conservator (try AIC to find one in your area: <http://www.conservation-us.org/>).

The AIC has a guide on their website that includes info on storing and disaster recovery for multiple formats:

<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=497&parentID=472>