

Review of Eastside Genealogy presentation dealing with **organizing and storing genealogical media**.

This was a presentation by Desa Omli, who is an expert in the area. She got her start with *Creative Memories* and is now using *Forever.com* as a service to digitize and store her genealogy records.

Here are a few of her recommendations:

Documents and photos need to be stored, not just backed up.

Whatever company you choose should guarantee quality, longevity and permanence. Ask: where is the media scanned? Where will it be stored? Is the cloud storage permanent? Are files easily accessible? By whom? How reliable is the company? Are you renting or buying storage? Who owns digital rights to the media? Is support available?

Printing: use high-quality archival paper and highly pigmented, non-toxic inks. If possible, have custom information printed on the back of the photo. Matte or luster finish is preferable to glossy; can view at any angle and are more resistant to dust and fingerprints.

Before deciding on a storage company, decide what to save and what to discard. Throw away extras or duplicates.

Papers should be acid-free, lignin-free and buffered.

If you write on the back of a photo, write on the edge and use a USA General pencil; never use pens. Pigma ink pens can be used to write on album pages and folders. (Not on photos!)

Adhesives should be acid-free. All plastic should be free of PVC. Page and sheet protectors should be Polypropylene.

Boxes should be polypropylene (No PVC, cardboard boxes or shoe boxes.)

Papers used as dividers should also be acid-free, lignin-free and buffered.

Store your photos and documents away from humidity and fluctuations in temperature.

Add stories from your relatives, citing the source. Get their voices on media if possible.

Tips for organizing: Sub-divide large categories into manageable parts: Decades, vacations, grandma, holidays. Then arrange chronologically.

Preserve your own documents! What would future generations like to know about you?