

**Documents/Manuscripts/Ephemera Storage Checklist**

Action	Needed?	Priority	Notes
Process archival collections			
Remove/replace damaging fasteners			
Estimate quantities of folders/boxes needed for housing/rehousing			
Rehouse into folders and boxes/file cabinets/flat files			
Remove/isolate news clippings or other acidic paper			
Identify collections in need of microfilming/ photocopying			
Get conservator's evaluation/ condition survey			
Conservation treatment may be needed for:			
Other			
Other			
Other			