

Scrapbooks/Albums Storage Checklist

Action	Needed?	Priority	Notes
Restrict access/handling by researchers			
Estimate time/costs for reformatting (microfilm/photocopy)			
Estimate time/costs of boxing			
Rehouse (box)			
Reformat (microfilm/photocopy)			
Get conservator's evaluation/condition survey			
Conservation treatment may be needed for:			
Other			
Other			
Other			
Other			