

**Sound Recording/Videotape Storage Checklist**

Action	Needed?	Priority	Notes
Inventory and identify sound recording formats			
Inventory and identify videotape formats			
Estimate time/costs/supplies for rehousing disc recordings			
Rehouse disc recordings into preservation-quality sleeves			
Acquire stronger shelving/ reinforce existing shelving for disc recordings			
Install dividers on shelving for disc recordings			
Inspect tapes for signs of binder hydrolysis, "vinegar syndrome," and/or tape pack problems			
Store tapes and cassettes vertically			
Store tapes without rewinding (tails out)			
Ensure there are no strong magnetic fields near tape storage areas			
Set up schedule for inspecting/maintaining playback equipment			
Other			
Other			