



*Archival Storage and Presentation Products*

# Preservation Guide

## Storing Photographs and Heirlooms





## About This Guide

Do you have family photos and heirlooms? Preserving these items - along with their stories - is one of the ways you can ensure your legacy for future generations. Using archival storage materials is an important part of this process. Archival storage supplies protect your valuable memories because they are made of materials that will not damage the contents.

Before you get to storage, though, there is work to be done, and this guide provides a foundation for planning a family archive project. Then, when you're ready to place your items into archival storage, consult the guide for recommendations. A guide for family historians, collectors, and memory-keepers, the information here will help you plan archival storage for your photos, documents, and family heirlooms.

**What is archival storage?** It means that the storage container and environment are suitable for the needs of long-term preservation of the objects. The materials used to make the boxes and enclosures are free from chemicals that speed up the deterioration process of photos or objects, and they are stored out of the light in a climate-controlled, clean location. Archival storage won't stop the deterioration of objects, but it won't hasten it.

Although there are many Archival Methods products listed in this guide, you won't see detailed materials specifications, size and color options, or pricing. That information is on our website, **[www.archivalmethods.com](http://www.archivalmethods.com)**. Know that our products meet the highest archival standards!

Archival Methods was founded over twenty years ago, and many of our products are manufactured in our facility in Rochester, NY. Our goal is to provide the best available archival products while supporting customers with excellent service and guidance. We love to talk about projects with our customers!

***Call or email us, or connect on social media.***



*Archival boxes, binders, and portfolios are handcrafted in our Rochester, NY manufacturing facility.*

# Preservation Guide

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### Tips for Using Our Website

If you read through this guide you will be ahead of the game when you decide to order supplies for your project. There are eight high level categories represented in a gray bar across the top and as images on our front page. You can work your way down the menu options or type a word or item number into the search bar in the upper right corner.

We list multiple items per page. Products, dimensions, quantity, colors, prices, and quantity breaks will be listed. There is an image carousel with multiple product views. Next to that are tabbed information boxes. Each tab provides more product details. Mouse over red info icons to access more product information in a small pop-up window.

Our blog has more in-depth information about ordering from Archival Methods.



Scan to visit  
Archival Methods  
website



Scan to visit  
Archival Methods  
blog

# Curating Your Collection

As you go through your family history collection, you'll act as a curator, deciding what to keep and how to save and store it. Use the steps in the "4 Ds" framework to help you through your project. These steps apply if you choose one small project to start or tackle your entire collection. It may take some time, but saving your family memories and stories is always worthwhile!



## 1. DECIDE what to keep

Start with your "why," your intentions for your family history project. Are you downsizing and want to pass on heirlooms to your kids? Is there a milestone event you'd like to celebrate with photos and stories?

Once you've gathered the photos and memorabilia, it's time to curate them. **For photos, use the ABCs method** to edit your collection.\*

**A: Album-worthy** photos - your best that should be scanned and backed up.

**B: Boxed** photos support the A photos but are stored away and not necessarily digitized.

**C: you CAN toss photos!** Especially doubles, blurry shots, and scenery without people.

**S: tells a Story.** Keep photos that have a special memory or story behind them.

Objects like **memorabilia and heirlooms** can take up lots of storage space, so you'll also need to edit them. Are there items like travel brochures or kids' artwork that you can **Artifct** the image of but not keep the original? Document larger objects like paintings or a china set and then let them go if necessary.

\* From *Photo Organizing Made Easy: Going From Overwhelmed to Overjoyed* by Cathi Nelson.

## HAVE DAMAGED PHOTOS OR OBJECTS?

Sometimes, a photo or object is too damaged to handle without causing more problems or needs significant cleaning. Restoration or repair work is called "conservation" and requires the services of a trained conservator. National professional organizations have **Find a Conservator** search tools. [culturalheritage.org](https://culturalheritage.org)



Daguerreotype, ca. 1850 before and after treatment

Restoration example courtesy of **Gawain Weaver Art Conservation**

[gawainweaver.com](https://gawainweaver.com)

## 2. DOCUMENT what you know

Capturing the information and stories about your family archive is an essential part of the process. As you sort through your items, take notes about the **who/what/when/where/why**

**Write on the backs of photos** with a #2 pencil or a 4B graphite pencil. For a temporary (non-archival) solution, jot notes on sticky notes or in a notebook. These details can be added to the image metadata once things are digitized.

Recording yourself or relatives talking about family photos or heirlooms is a great option. Use your phone to **record audio or video** and save those files at **©Artifcts** with the digitized images.

These stories make up your family legacy, and your relatives and descendants will thank you for recording them.

[artifcts.com](https://artifcts.com)



### 3. DIGITIZE and back up

Digitizing your family archive is critical to ensuring it's backed up and safe from anything that might befall the originals. Digital images are also easily shared with family and friends through email, photo books, online galleries, and more.

There are several ways to digitize photos and two-dimensional items, ranging from apps on your phone that take an "ok" quality capture to dedicated scanners or even camera scanning with a DSLR.

You'll want to make sure you rename files and perhaps even add metadata to make them searchable so that the stories and details are accessible. **The Photo Managers** provide courses and support as well as a directory of certified professional photo organizers who can help.

Since you can't scan three-dimensional items, consider digitizing them through a photo. You can set up a simple backdrop in your home, work with a photographer, or take videos with your phone.

Collect these images in one central place, like an external hard drive that is easily backed up.

🔗 [thephotomanagers.com](http://thephotomanagers.com)

### 4. DETERMINE a storage plan

Plan for archival storage after you have decided what to keep and digitized things. Keep in mind: What storage space is available in your home? How often do you want to access your collection? What is your budget? **Prioritize fragile or valuable items** in your collection as you plan for storage.



#01-011

#### BOXES FOR STORAGE

Store items in archival boxes if you don't need to access your collection often. You can pack them away on a high shelf to sit undisturbed. Make sure to label each box with the contents and note where to find the digitized images.

### BACK UP YOUR COLLECTION

Once you've digitized your family photos and heirlooms, backing up that digital collection is critical. Follow the **3-2-1 backup method**.



📁 3 copies of your photo collection.

📁 2 types of storage; such as, one copy on your computer and one on an external hard drive.

📁 1 copy should be stored off-site, in the cloud, with a relative, or in a safe deposit box.



Item #18-5320

#### BINDERS FOR STORAGE

Binders allow you to view and enjoy your photos more frequently. Use archival pages, whether paper or plastic, and choose a binder that is archival. A slipcase protects from light and dust on all sides.

# Storage Environment

Before planning for storage containers, consider the overall environment where you'll keep your family history collection.

Light causes fading of photos, textiles, books, and documents, high humidity and temperatures encourage mold growth and insects, while cold and dry conditions can cause brittleness and cracking.

**A dark, dry, and climate-controlled area is best,** where the conditions do not fluctuate much, and there is little chance of pests.

## EMERGENCY PREPAREDNESS

**Digitizing and backing up** your family history collection is the most important thing you can do to be prepared in case of fire, flooding, or natural disaster. Also, plan what photos you'll take if you have to evacuate.



## SUITABLE STORAGE LOCATIONS

**Your photos and heirlooms should live where you live!** Here are some good options for storing boxes, bins, or binders of photos in your home.

- ✓ High shelf in a closet
- ✓ Bookshelf or cabinet
- ✓ Off the floor when possible
- ✓ Choose a second floor if possible
- ✓ Away from areas prone to leaks

If you do one thing for your photos and heirlooms, move them from your garage, basement, or attic to the main part of your home.



**Water damaged photos can be salvaged.** If you have wet photos, start with this information from the Northeast Document Conservation Center.

🔗 <https://bit.ly/wet-photos>





### Concerned about humidity in your storage area?

Purchase a simple hygrometer and keep an eye on the readings. Desiccant canisters can absorb moisture in archival storage boxes.

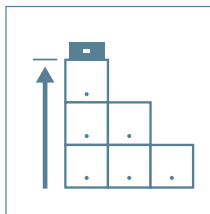


#### Desiccant Canister

Absorbs moisture in 3 cubic feet of closed space, such as a box. Reusable; restore by heating in an oven.

**Item #53-001**

## SAFE STORAGE CHECKLIST



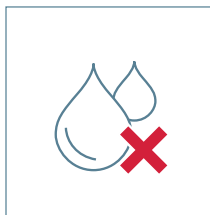
### Storage Location

The safest spot is on a high shelf in the main part of the house and away from any water sources.



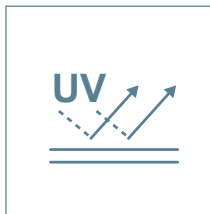
### Temperature

A range of 60° - 75°F (15° - 25°C) is best for photos and heirlooms. Avoid regular fluctuations outside this range.



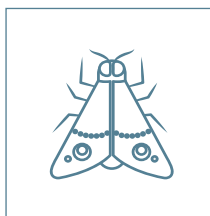
### Relative Humidity

Keep relative humidity consistently between 35 - 55%. Desiccant containers or dehumidifiers can help.



### Sunlight

Store photos and objects in closed boxes. Frame with UV-filtering glass or acrylic, and keep anything on display out of direct sunlight.



### Pests

Store family heirlooms in locations that are free of insects or rodents.



### Dust

Well-fitting lids on boxes and slipcases for binders help protect contents from damaging dust particles.

## Preparing a Workspace

There are some tools that will be helpful as you work with photo and paper items in your family history collection. Gather these supplies and prepare a dedicated workspace to start your project off right.

### SUGGESTED SUPPLIES

#### 1. Microfiber Cloth

Gently wipe dust off photos or objects with a microfiber cloth or soft brush that won't damage the surface.

#### 2. Dental Floss

Unflavored floss can help remove photos stuck to album pages. Starting at a corner, gently work it between the photo and page.

#### 3. Magnifying Glass

Spying details in a photo or document can help with identification and dating. Have a magnifying glass on hand.

#### 4. Archival Pen

Use archival ink for labeling dividers inside photo storage boxes. It won't fade over time or damage contents.

*Item #99-003-MC*

#### 5. Micro Spatula

Helps remove photos stuck in albums. Gently lift up a corner, sliding the spatula between the photo and the page.

*Item #99-Spatula*

#### 6. Sticky Notes

Handy for temporarily keeping track of sorted photos and project notes. Don't stick them to photos, though!

### PREPARATION CHECKLIST

- ✓ Find a location where you can keep your work undisturbed while in process
- ✓ Spread out on a clean, well-lit table space
- ✓ Temporary storage containers help with sorting
- ✓ No food or drink around your items





## WHEN TO WEAR GLOVES

Fingerprints and the oils on your hands can easily mar photographs and negatives. When handling these items, wear fitted, clean, lint-free cotton (**Item #61-001**) or powder-free nitrile (**Item #61-292-M**) gloves.

In some cases it is better to not wear gloves. When handling paper items like documents, letters, books, or newspapers, clean, dry hands are best.

### WEAR GLOVES

- ✓ Photographs
- ✓ Negatives
- ✓ Paintings
- ✓ Leather, Metal

### NO NEED FOR GLOVES

- ✗ Paper, Books
- ✗ Textiles
- ✗ Glass, China
- ✗ Ceramics



## 7. Index Cards

Use these to divide sections of photos or to identify groups of items as you sort.

**Item #02-04-Index**

## 8. Graphite Pencils

A soft pencil for writing on the backs of modern plastic-coated photos.

**Item #99-GP-4B2**

File # ____ Box # ____		Description	/ / Date
Date:	Subject:	Place:	
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			

Acid-Free & Lignin-Free

## 9. Photo Envelopes

Document information about your photos as you organize. Envelopes hold up to 36 prints.

**Item #29-46PN**

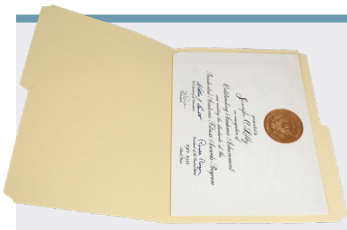
## Storage Tips

Layers of protection are a great way to shield heirlooms from deteriorating more quickly. Layers surrounding an object protect it from physical forces, light, dust, and pests, and provide a more stable environment.

Supports and enclosures are necessary for fragile items and can help with organization. Photos or objects in good shape can go right into the storage container - an archival box or binder.

### USING ENCLOSURES

Enclosures such as folders, bags, and sleeves lend another layer of protection to fragile heirlooms and can provide more organization. Plastic is best for objects that will be handled often or where viewability is important. Paper sacrifices the view but provides an area to write notes.



An archival folder protects and organizes photos, documents, or memorabilia.

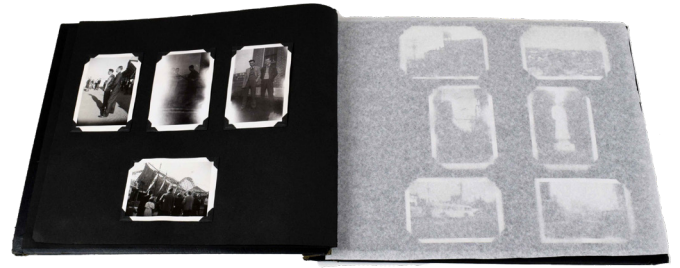


A poly bag around books and albums provides extra protection.

### ARE PLASTICS PHOTO-SAFE?

Yes! There are inert plastics that will not off-gas or negatively affect photographs or other objects. All of our plastic enclosures are made from one of these three types and have passed the Photographic Activity Test (PAT), a measure of their archival qualities.

- ✓ Polyester
- ✓ Polyethylene
- ✓ Polypropylene



### USING INTERLEAVING

Interleaving means inserting blank pieces of paper, or "leaves," between something. This works for the pages of books, albums, and scrapbooks, and for items like photos and documents in a folder or stacked in a box. Archival paper will protect each item from the other as they are touching. Use Archival Tissue (**Item #45-001**) in old albums to ensure you are not adding too much bulk.



Scan to learn more about storing scrapbooks and vintage photo albums

### SUPPORTING FRAGILE ITEMS

Fragile photos or documents will benefit from the extra support of a piece of archival card stock slipped into their enclosure, whether a binder page or an individual sleeve or bag. There is often no need to attach the item to the card stock.

The card stock also gives you an area to write a caption.



Scan to learn more about storing fragile photos



## GUIDELINES FOR PACKING OBJECTS



Remove extraneous materials such as paper clips, rubber bands, and staples that will deteriorate and can cause damage. If there is tape on the photo or document remove it if it flakes off easily. Otherwise, store the item in its own enclosure.



Before packing, give a quick clean by wiping objects or photos with a microfiber cloth or brush.

**PRO TIP:** Use PEC-12 (**Item #140-2044**) to remove non-waterbased stains, grease, and inks from photographs and negatives .

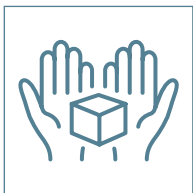


Unfold and flatten papers to store them flat, if possible. Creases weaken the paper and it will tear here first. This also applies to textiles. If you must fold fabric, place crumpled archival tissue in the folds to pad them, preventing them from becoming too sharp.



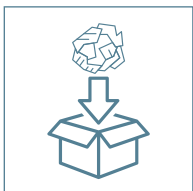
Isolate newsprint in separate enclosures, either folders, envelopes, plastic sleeves, or plastic bags. The paper's extreme acidity damages anything it comes into contact with.

**PRO TIP:** Make a good scan of your newspaper clippings before storing them. A Newspaper Kit (**Item #63-912-TN**) lets you store several together.

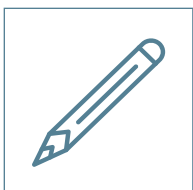


Pack like objects together, or at least objects of similar size and weight. Make sure you can easily lift the box.

**PRO TIP:** If you plan on stacking boxes, be sure to use ones with metal edging that provides the necessary rigidity.



Pad spaces around objects in a box with crumpled archival tissue (**Item #45-002**). Leave space between objects and the container walls. Don't overcrowd boxes.



Include a packing list with boxes and binders - a description and/or photos of the contents - and label the outside of the box.

**PRO TIP:** So future relatives know your items are stored safely, make a note that items were packed with archival-quality materials.

## Boxes

For photos and heirlooms that you don't need to access frequently, archival boxes are the most economical storage solution. They provide physical protection from light, dust, pests, and damage from mishandling. Metal edges keep the corners rigid when boxes are stacked.

With many size options, you're sure to find the right fit for what you are storing. Our boxes are handcrafted in Rochester, NY with acid-free, lignin-free, buffered materials.

Scan the QR code below for information about which type of box works for what you are storing.



Scan to learn which box is right for your storage project



### Drop Front Boxes

This popular box style is perfect for photographs and documents. The hinged "drop front" panel allows you to safely insert or remove materials without bending or flexing the contents. Old, mounted, or fragile photos can be separated by archival interleaving paper or by using Crystal Clear Bags (**Item #86-0406**). Available in 1-1/2" and 3" depths.

**Ideal for:** Fragile or larger photographs, documents, 2-D artwork

**Item #01-012**



### Short & Full Top Boxes

General-purpose boxes for safely storing many types of photos and memorabilia. Removable, close-fitting top protects from dust, and metal edging provides rigidity when stacking.

**Ideal for:** Photographs, postcards, stereoviews, negatives, CDs, collectibles, other memorabilia

**Related:** 4 x 6 Simple Kit (**Item #60-1050-BK**)

**Item #04-004**



### Hinged Lid Boxes

A classic metal edge box designed for safely storing prints, postcards, and other artifacts. The undercut front panel makes it easy to access, sort, and organize the contents.

**Ideal for:** Photos, heirlooms, collectibles

**Related:** Archive 900 Kit (**Item #60-900-GY**)

**Item #02-508**





### Document Boxes

Store photos or documents upright in letter or legal-sized document boxes. Use archival file folders (**Item #24-301**) to organize and protect. If the box is not full, box spacers (**Item #03-818**) ensure everything stays upright. Note: fragile items should be stored flat.

**Ideal for:** Documents, genealogy records

**Related:** Document Storage Kit (**Item #03-055**)

**Item #03-505**



### Onyx Portfolio Boxes

The protection of a box with the display capabilities of an album. The clamshell design allows the top to fold open and lie flat, providing easy access to contents. Available with a white or black lining in 1-3/8" and 2" depths.

**Ideal for:** Prints, documents, art, matted prints

**Item #10-123**



### 35mm Slide Boxes

Get your slides out of carousels and old photo lab boxes and into this space-saving archival storage. Add Slide Tray Bins (**Item #07-002**) and Dividers (**Item #07-2214**) to help you further organize within these boxes. They're also great for storing collections of small items.

**Ideal for:** Slides, medals, pins, coins, collectibles

**Related:** Slide Storage Kit (**Item #07-062**)

**Item #07-501-3**



### Rare Book Box with Cradle

Covered in bookbinding cloth, this clamshell box with built-in collapsible cradle supports the spine of books during viewing or display. Offers utility, elegance, and long-term protection. Available in three sizes and four colors: black, charcoal, navy, and pearl.

**Ideal for:** Rare books, family bibles, vintage photo albums, fragile books

**Item #13-1210-C**

### Binders

For photographs or documents that you want to view and enjoy more frequently, storage in a binder makes sense. Plastic binder pages or archival paper scrapbook pages are sold separately.



#### Collector Grade Binders

These binders are available with or without a protective slipcase. 1-1/2" and 2-1/2" D-Ring options. Binder colors: black, red, blue, and forest green with optional black slipcase.

**Ideal for:** Photographs, slides, documents, letters

**Related:** Narrow, Legal, & 11 x 17 Binders

**Item # 17-5010**



#### Accent L-Series Binder Box

This binder is covered in elegant black bookbinding cloth with white interior tray. Cover features a flap-style magnetic closure which opens flat to reveal a tray ensuring your items are protected, preserved, and accessible. 1-1/2" D-Ring will hold about 55 pages.

**Item #89-1211**



#### Binder Ring Capacities

1-1/2" and 2-1/2" refer to the size of the binder rings.

**1-1/2" O-Ring - 50 pages**

**1-1/2" D-Ring - 55 pages**

**2-1/2" D-Ring - 90 pages**

*approximation only*



#### Binder-in-Box

The protection and affordability of a metal edge box with the convenience of a 3-ring binder. Useful for "active storage" of collections where work is often accessed. Max capacity is about 50 pages.

**Ideal for:** Photographs, documents, and letters

**Item #06-001**



#### RingFolio Binder Boxes

Takes the design features and solid construction of our Onyx Portfolio Box and incorporates a 3-ring locking binder mechanism. The result is an elegant, fully enclosed presentation binder. Available in 1-1/2" and 2-1/2" D-Ring sizes. Black exterior with a black or white lining.

**Item #62-001-WH**

## BINDER PAGES



3-1/2 x 5" – 4 pockets  
**Item #52-013**



4 x 6" – 3 pockets  
**Item #52-016**



4 x 6" – caption insert  
**Item #56-246**



5 x 7" – 2 pockets  
**Item #52-017**



35mm Slides – 20 pockets  
**Item #52-035**



8 x 10" – 1 pocket  
**Item #52-010**



9-3/8 x 11" – 1 pocket  
**Item #52-911**



2-1/2 x 3-1/2" – 9 pockets  
**Item #52-019**



Scan to see all binders and pages on our website



Learn about storing photos and more in binders



Learn about labeling photos and snapshots

## CREATE CUSTOM ALBUMS

Design your own album by attaching photos and memorabilia directly to pages. Options are Mounting Pages (**Item #152-1011-W**), or sheets with Page Protectors (**Item #33-102**). Adhere items with Mounting Corners (**Item #50-010**) or easy-to-apply E-Z Dots (**Item #58-E-Z Dots**).





# Enclosures

If a photo or document is fragile or damaged or will be handled frequently, you should place it in its own enclosure for extra protection before storing.

Folders and envelopes provide lots of space for writing relevant information about the contents. Clear bags and sleeves allow you to see what you're storing.

The options listed here are just a selection of what's available on our website.

### WHAT NEEDS AN ENCLOSURE?

- ✓ Fragile or damaged photographs
- ✓ Photos with adhesive residue
- ✓ Negatives
- ✓ Cased photographs and tintypes
- ✓ Newspapers & clippings
- ✓ Fragile or torn documents
- ✓ Scrapbooks & albums with loose pages
- ✓ Letters with multiple pages
- ✓ Charcoal, pastel, or chalk artwork
- ✓ Vintage books with crumbly leather covers
- ✓ Memorabilia that should be stored together

## BAGS



### Polyethylene Bags

Economical protection from handling, dust, and moisture. Sizes for postcards, sheet music, magazines, comic books, and more. Packages of 10 or 100.

**Item #35-201**



### Crystal Clear Bags

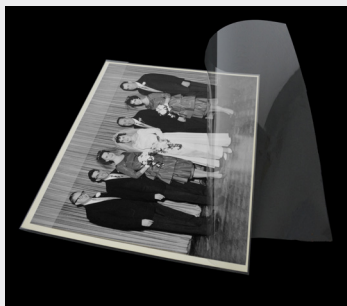
Polypropylene offers excellent clarity and low electrostatic charge. Features a resealable adhesive flap. 3-Sided Sleeves are made of the same material but without the flap.

**Item #86-0406**



Scan to learn which enclosure is right for your storage project

## SLEEVES



### Side Loading Sleeves

Polyester is the most inert and clearest plastic. It's sealed on one long seam with a flap style closure, making it easy to insert photos and documents.

**Item #32-104**



### HD Poly Envelopes

Made of high-density (HD) polyethylene, with a frosted appearance. Free of naturally-occurring electrostatic cling so it won't attract dust.

**Item #34-306**

## FOLDERS & ENVELOPES



### File Folders

Organize and protect with archival manila folders. Great for vertical storage in a Document Box or hanging files. Third, half, and full cut tabs available. Letter and legal sizes.

**Item #23-001**



### Envelopes

Store flat items in these envelopes. Some feature a non-adhesive flap on the long side or short side, while "open-end" denotes no flap.

**Item #21-002**

## ORGANIZING



### Archive Envelopes

Recreate the organization of your photo lab envelopes with an archival option. Holds 4 x 6" or 5 x 7" prints with front pocket for negatives.

**Item #29-46PN**



### Index Cards

Useful for sorting, labeling, and cataloging your collections. Available in various sizes and tab configurations.

**Item #02-04-Index**

## LABELING BOXES AND ENCLOSURES

Saving any details you know about photos or objects is an important part of the archive project. Using an enclosure and then labeling (or writing on the inside support) provides room to capture this information.

Labeling the outside of boxes is also critical so you don't have to disturb contents to know what's inside.



### Adhesive Back Vinyl Labels

For boxes or binders. Use the provided insert or print your own labels to slip into the holder. Four sizes.

**Item #37-695**



### Labeling Paper Enclosures

If you're using paper enclosures like a folder or envelope, write directly on the enclosure with a pencil or an archival pen (**Item #99-003-MC**).



### Labeling When Using Plastic Enclosures

Slip a card stock insert (**Item #79-57**) into the plastic bag, sleeve, or photo pocket for writing information as well as providing physical support.

## Framing

Framing is a good option for the family photos and documents that you want to enjoy every day. A frame provides physical protection, and as long as archival materials are used, it is being safely preserved. Use a reputable framer and ask about archival options, or use our products to do-it-yourself.

These treasured items must be hung away from direct sunlight. Even when using UV-filtering glass or acrylic, UV damage will eventually occur. Consider making reproductions of photos or documents that you want to display, and store the originals in archival boxes.

### FRAMING TIPS

- ✓ Use archival matboard, backing, and UV-filtering glazing (glass or acrylic)
- ✓ Use an archival window mat so that what's being framed doesn't touch the glazing
- ✓ Hang out of direct sunlight
- ✓ Hang on an interior wall; they bear less changes in temperature and moisture conditions than exterior walls

#### CUSTOM MAT CUTTING

8 Q&A | ★★★★★ 133 reviews

TOP 1-3/4"

**SPECIFICATIONS** SINGLE-WINDOW MULTI-WINDOW SPECIAL REQUEST

Create Your Custom Mat:  
\*NOTE: Diagram is for reference only. It is not dynamic & will not change size or orientation.

☒ Single-Window ☐ Multi-Window

Bright White Museum Board 4 Ply

Bright White 2 Ply Long Side - \$150 per Mat

Mat Size - Same Size as Glass if Framing

Height:  +/-

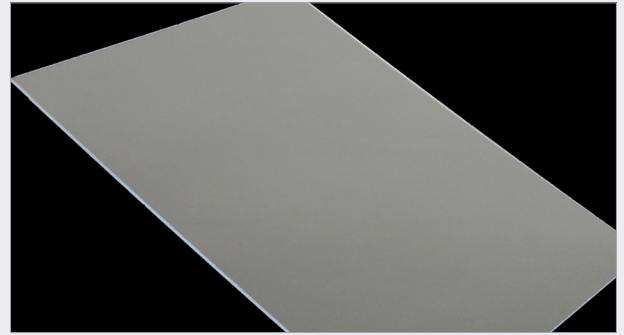
### Custom Mat Cutting

Get single window or multi-window mats cut to your exact specifications. Select your matboard and backing types, window size, and window position. We can also hinge the backing.

***Search for Custom Mats on our website***



Learn more about DIY archival framing options



### UV-Filtering Acrylic

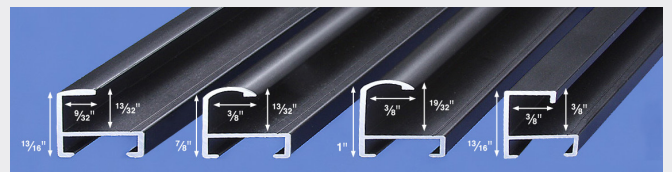
A lightweight, shatter-resistant alternative to glass, our UV-filtering acrylic protects artwork against harmful ultraviolet rays that can fade your images over time. Each sheet is 1/8" thick and filters out 98% of UV rays.

***Item #190-810***

### DIY Framing

Order elements separately. Custom frame, hardware, custom mat, acrylic, mounting corners, and hanging wire. Order our board sample pack to select the best match for your art.

***Item #40418297***



### Custom Aluminum Frames

Choose a frame profile, enter the dimensions of your matted photo, and receive four lengths of frame to assemble. Mats, UV-filtering acrylic, and hardware kits for assembly and hanging are sold separately.

***Search for Custom Frames on our website***





### Metal Frame Kits

Choose the frame profile, finish, and size. Kit comes with frame, hardware, hanging wire, UV-filtering acrylic, a pre-cut window mat, mounting corners, and acid-free foamboard backing.

**Item #95-810-21**

### Wood Frame Kits

Several sizes in black, white, or maple available. Kit comes with frame, UV-filtering acrylic, foamboard backing, strainer and screws, and hanging wire.

Order window mat separately. Easily unscrew the strainer to change out artwork, if desired. These solid wood frames are made in the USA.

**Item #212-1114**



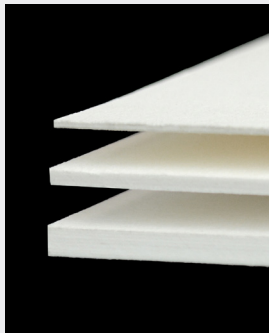
### MATBOARD THICKNESS

Matboard is made by laminating paper sheets together with a natural starch adhesive to create different thicknesses.

2-ply =  $\frac{1}{32}$ "

4-ply =  $\frac{1}{16}$ "

8-ply =  $\frac{1}{8}$ "



### TYPES OF BOARDS

All but the Pearl White is 100% cotton fiber Museum Board, buffered to provide extra protection against destructive acids. The Pearl White is Conservation Board; also archival and buffered, but manufactured from purified wood fiber and more economical.

### Storage Kits

When it comes to the organization and storage of your prints, artwork, and collectibles it is easy to feel somewhat overwhelmed, even for the most experienced archivist. We want to do everything possible to make this process easy, efficient, and effective.

Our kits make properly preserving and storing your photos and artwork much easier by providing you with everything you need in handy, easy-to-use packages. Helpful video instructions show you just how to safely store your items in them.

Whether you have photographs loose or in albums, letters, newspapers, documents, or three-dimensional heirlooms or memorabilia, we have a kit to help you preserve them.



Information about the  
4 x 6 Simple Kit



Learn about how to use our  
Textile Storage Kit



Make your own storage  
solution with Create-a-Kit



#### Archive 900 Kit

One of our most popular kits, this offers simple, compact storage for your photographs and negatives. Organize and protect with archive envelopes and further sort and catalog the photos with index cards.

**Ideal for:** 4 x 6" and smaller photographs and 35mm negatives

**Related:** 5 x 7" Archive 200 Kit (*Item #60-200*)

**Item #60-900**



#### Slide Storage Kit

Downsize the footprint of your slide collection! This space-saving design provides multiple layers of protection for your valuable slides. Slide tray bins and slide dividers allow for organization, labeling, and accessibility. Available for 1,200 or 2,400 slides.

**Ideal for:** Cardboard, plastic, or glass-mounted 35mm slides

**Item #07-062**



### 4 x 6 Simple Kit

Store and organize 4 x 6" prints simply and archivally! Holds 1,050 prints. Kit includes box, index card dividers, and a spacer. The pre-scored spacer can be folded to take up extra space so photos don't fall over.

**Ideal for:** Prints, postcards

**Item #60-1050**



### Create-a-Kit

Make the most of your storage box by separating contents into caddies for extra organization and protection. Mix and match the inserts to best suit your storage needs.

**Ideal for:** Various photo formats, slides, memorabilia, and other small collectibles

**Item #60-2700**



### Newspaper & Magazine Storage Kits

Kits provide a double-level of protection by storing newspapers or magazines in polyethylene bags and in a 3" drop front box. They come sized for small and large magazines and folded and unfolded newspapers. Kit includes ten poly bags.

**Ideal for:** Newspapers, magazines, pamphlets

**Item #63-912**



### Book Storage Kit

These kits come in small, medium, and large boxes to fit a variety of books or albums. A polyethylene bag is included to wrap the book for an extra layer of protection and keep any loose parts together.

**Ideal for:** Books, bibles, photo albums, scrapbooks, framed photographs

**Item #04-BOOK**



## TYPES OF STORAGE

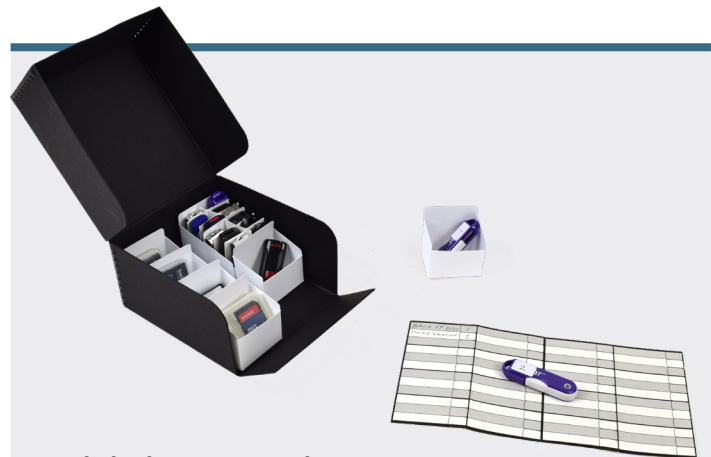


### Textile Storage Kit

Protect fragile garments, quilts, and other textiles by wrapping them in the included unbuffered archival tissue, then storing in an archival box. Comes with a desiccant that provides humidity control within the box.

**Ideal for:** Clothing, wedding dresses, veils, quilts, household linens, uniforms

**Item #04-500**



### Digital Storage Kit

Organize and store your USB flash drives and camera memory cards in this convenient kit. Stores up to 48 USB drives and includes an indexing card and labels to help you organize your digital back-ups.

**Ideal for:** USB thumb drives, flash cards, other portable storage devices or small collectibles

**Item #60-601**



### Object Storage Kit

This kit is offered in two sizes - 9 or 16 compartments - to conveniently organize a diverse assortment of treasures. Add archival tissue (**Item #45-001**) for cushioning.

**Ideal for:** Christmas ornaments, family heirlooms, collectibles

**Item #04-OSK-LG-TN**



### Compartment Storage Kit

Provides convenient storage for a collection of family heirlooms or other objects. Has a divider insert with four compartments, and a top tray to hold documents, photos, and other flat items.

**Ideal for:** Three-dimensional heirlooms or memorabilia

**Item #60-28-DT**

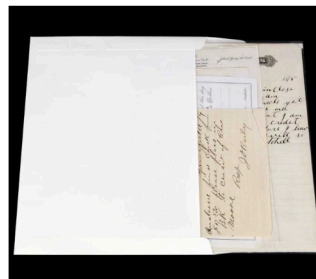
## Educational Resources

Look for more information about archival storage and preservation at these online resources.

### Archival Methods Blog & Videos

Refer to the articles on our blog ([archivalmethods.com/blog](https://archivalmethods.com/blog)) and Help Center videos and PDFs ([archivalmethods.com/help-center](https://archivalmethods.com/help-center)) for detailed information, including:

- *Product tutorials*
- *Family history projects*
- *Presentation ideas*
- *Matting and framing solutions*
- *Preserving different types of items*



■ STORAGE

### How to Store Old Letters and Documents

● AUGUST 29, 2025

■ BY ARCHIVAL METHODS

Many people ask us, "how should I store old letters?" There are multiple ways to archivally store letters, photos, and other paper-based items in your.



Scan to go to the Archival Methods Blog



Scan to go to the Archival Methods YouTube channel



### Connecting to Collections Care

Information from the American Institute for Conservation

🔗 [connectingtocollections.org](https://connectingtocollections.org)



### NATIONAL ARCHIVES

Advice about photos, paper, books, A/V, and digital media

🔗 [archives.gov/preservation](https://archives.gov/preservation)



Conserve-o-Gram series includes caring for objects

🔗 [nps.gov/subjects/museums/conserv-o-grams.htm](https://nps.gov/subjects/museums/conserv-o-grams.htm)



### LIBRARY OF CONGRESS

Guidance on library materials, including newspapers & comics

🔗 [loc.gov/preservation/](https://loc.gov/preservation/)



### NEDCC NORTHEAST DOCUMENT CONSERVATION CENTER

Includes preservation and disaster planning information

🔗 [nedcc.org/free-resources/preservation-leaflets/overview](https://nedcc.org/free-resources/preservation-leaflets/overview)



### THE PHOTO MANAGERS

Resources for organizing your photo collection

🔗 [thephotomanagers.com](https://thephotomanagers.com)

# Why Archival Methods?



## Customer Service

Our knowledgeable team provides quick, helpful responses to your questions. Call or email us today!



## Made in USA

Boxes, binders, and portfolios are handcrafted in our Rochester, NY manufacturing facility.



## Careful Shipping

Your order will be expertly packed for maximum product cushioning using recyclable materials.



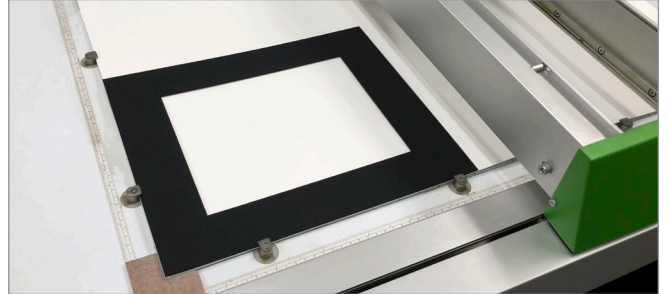
## PAT Verified

We use archival quality materials that have passed the Photographic Activity Test (PAT).



## In-Depth Information

Our blog articles and videos provide how-to guides, preservation tips, and detailed info about our products.



## Custom Options

We can create portfolios and boxes and cut photo mats and frames to meet your specific dimensions.

