

The Family Photo Rescue Checklist

Decide what to scan first, protect your originals, and back up the files the right way.

1 Gather

- ☐ Pull every box, album and bin into one room
- ☐ Sort: prints, albums, slides/negatives, film reels, video tapes, keepsakes
- ☐ Write a rough count on each pile

2 Protect

- ☐ Move everything out of the basement, attic or garage
- ☐ Set aside anything torn, stuck, faded or water-damaged
- ☐ Label boxes with names, places, years (on a note, not the photo)
- ☐ Don't play tapes that look moldy or damaged

3 Prioritize

- ☐ Damaged prints and one-of-a-kind photos first
- ☐ Video tapes and movie film next
- ☐ Slides and negatives after that
- ☐ Everyday snapshots in bulk last

4 Digitize

- ☐ Shoebox Scanning for the bulk of everyday prints
- ☐ Archival Scanning for favorites you may enlarge
- ☐ Photo Restoration for damaged or faded treasures
- ☐ Video/Movie Transfer for tapes and film reels

5 Back up

- ☐ Keep 3 copies on 2 types of storage, with 1 off-site
- ☐ Name folders by year and event
- ☐ Make copies for family members
- ☐ Check backups every year
- ☐ Keep the originals

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