

FAMILY ARCHIVE ACTION CHECKLIST

Identifying & Collecting Materials

- Locate key family documents (birth certificates, immigration papers, letters)
- Gather photos and videos (portraits, home movies, family events)
- Record or collect oral histories (interviews, storytelling sessions)
- Identify cultural artifacts (heirlooms, textiles, recipes, artwork)
- Save relevant digital records (emails, social media posts, digital journals)

Preservation & Storage

- Use archival-quality (Acid-free) sleeves, boxes, or folders for physical items
- Store materials in a dry, cool space away from sunlight and humidity
- Create digital backups in multiple formats (PDF, MP3, JPEG, etc.)
- Transcribe oral histories and organize them by theme or family member

Digitizing & Sustaining the Archive

- Digitize physical materials using a scanner or camera
- Catalog files using a spreadsheet or digital archive platform
- Back up your archive in at least three locations (cloud, external drive, USB)
- Share your archive with trusted family members or community repositories
- Educate younger relatives and write preservation guidelines for future generations

Reflection Prompt

- How has this process helped you feel more connected—or reconnected—to your roots?
- What traditional stories or songs did your parents or grandparents share with you?