

PRESERVATION TIPS



SOUTH DAKOTA STATE ARCHIVES

Basic factors to consider when looking to preserve your historical items include temperature, relative humidity, light, pests, mold, water leaks and risk of flooding as well as careless handling. The most important thing, is to take action **today** to start preserving your historical items!

South Dakota State Archives

Cultural Heritage Center

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TEMPERATURE & HUMIDITY

- ◆ Get your keepsakes out of the attic or the basement
- ◆ Keep them in a climate-controlled part of your home
- ◆ Avoid extremes in temperature and relative humidity

HANDLING

- ◆ Minimize handling and handle with care
- ◆ Fully support items
- ◆ Make sure hands are clean



PROTECTION

- ◆ Light damage is cumulative and irreversible
 - Store items in acid-free boxes and folders
 - Make copies—digital or photocopies—for display
 - Keep the original safely stored away
- ◆ Distribute copies to family or friends in other locations

LABEL ITEMS

- ◆ Items are unidentifiable without a descriptive label
- ◆ Use pencil when writing on the back of photos
- ◆ Identify people, places, and dates in detail