

## History and Archive

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- Learn about the preservation of historical memorabilia. What is archival preservation?
- Why is acid-free paper important to archiving?
- How can you preserve your history?
- Contact a local museum or historical society and make arrangements to shadow someone at the museum. Learn the behind-the-scenes workings and share what you learn with others.



### Guidelines for starting your own girl scout memorabilia collection.

- Begin your collection by saving your uniform completely intact. Leave all of your insignia and patches on your vest or sash and purchase new ones as you go to a new age level.
- Make sure all pieces are freshly laundered or dry cleaned and fold each piece carefully using acid-free white tissue paper between the folds. Store the pieces loosely packed in archival storage boxes or good quality plastic boxes. Label boxes so you know what is in it without having to open it.
- Photographs should be stored in acid-free sleeves or you may choose to purchase an acid free photograph storage box at your local craft store. Make sure you label photographs with the date and names of people. Use a #2 pencil and write on the back or you can use a fine-tip sharpie and write carefully along the back edge of photos. Do not use a ball point pen to write on photos because the pressure will sometimes show through to the front of the photo.
- Your storage boxes should be kept in the house where the temperature is controlled and it is dry. The garage or attic is not the best place to store items that you want to preserve.

Learn more about archiving your collection with the Guide to Collections Care document at Gaylord Archival.

