

PRESERVING & ARRANGING YOUR FAMILY RECORDS & PHOTOS: A GUIDE
by Todd Ellison

Preface

This information is offered as a service to individuals who realize that valuable historical documents and photographs in their possession require special care, and who seek advice as to the best means of preserving those items. By no means can a booklet of this size offer all of the necessary information, but it can provide a basis for understanding the issues and considerations of preserving your family treasures. The author, Todd Ellison, has been professionally certified by the Academy of Certified Archivists, is a City records manager/archivist, and was—for 17 years—a full Professor and the Archivist at Fort Lewis College in southwestern Colorado.

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