

Storing Letters, Documents and Certificates

Paper documents should be stored in a primary archival enclosure such as a folder or envelope. The primary enclosure should then be stored in an archival box.

The primary enclosure can be any of the following depending on individual preferences.

- | | |
|-----------------------------|-----------------------|
| A: Paper Enclosures | 1. File Folders |
| | 2. Envelopes |
| | 3. Manuscript Folders |
| B: Polyester Enclosures | 1. Envelopes |
| | 2. L-Seal Sleeves |
| | 3. Binder Pages |
| | 4. Folders |
| C. Polypropylene Enclosures | 1. Envelopes |
| | 2. Sleeves |
| | 3. Binder Pages |

When more than one document page is stored in the same primary enclosure, it is helpful to place interleaving archival sheets between the document pages. For example, a frequent practice is to store a number of document pages in an archival file folder with archival bond paper placed between the document pages.

It is very helpful to spray poor quality paper documents with a deacidification solution before storage. Newspapers will benefit greatly from this treatment.

After documents are placed in primary enclosures, they should be placed in an archival storage box that is a suitable size to house the primary enclosures. Documents stored in polyester or polypropylene binder pages can be housed in an archival binder album.