

Framed Materials Storage Checklist

Action	Needed?	Priority	Notes
Reframe using museum-quality mats and hinging			
Unframe and store in folders/mats			
Replace acidic folders/house in folders			
Store in boxes/flat files			
Improve (pad)/build framed storage bin			
Replace hanging hardware (e.g., eye bolts with D-rings)			
Rotate exhibited artifacts (which ones?)			
Get conservator's evaluation/condition survey			
Conservation treatment may be needed for:			
Other			
Other			
Other			