

Motion Picture Film Storage Checklist

Action	Needed?	Priority	Notes
Inspect films using proper film-handling equipment (in-house, at another institution, or by a commercial service provider)			
Identify any motion picture films on nitrate/acetate base			
Have videotape copies made of nitrate base films (for access)			
Arrange for offsite cold storage for nitrate films, or transfer to another institution			
Provide cold storage for acetate film			
Set up program to monitor acetate film for signs of deterioration			
Rehouse films into preservation-quality containers			
Store films flat			
Store films in the tails-out position (so that they must be rewound before inspection or projection)			
Restoration may be needed for:			
Other			
Other			