



Photograph Organization Checklist

With thoughtful planning, your move can go smoothly. Be sure to discuss any organizing needs with your Personal Relocation Manager for ongoing support.

If you have photographs tucked away in bins and drawers, you will likely wonder where to start as you downsize your home. This checklist provides you with tips and ideas to consider when preparing to organize your photographs.

First, you will need to decide your goal:

- Preservation for family
- Organization for easy reference
- Completed albums for walks down memory lane
- Digitalization for backup and sharing
- Selection of favorites for display

Photograph Organization Checklist

Gather Photos

- Photo albums and boxes
- Framed photos
- Digital photos
- Wallets, drawers, refrigerator, file folders
- Safety deposit boxes, relatives' homes

Tools

- Archival pencils (won't harm photos - available online)
- Cotton gloves (prevents finger oils from damaging photos)
- Sticky notes — to label groups of photos
- Index cards — for short descriptions of groups of photos

Photo Sorting Options

- Chronological or by special occasion
- Family — immediate, extended, distant
- Friends — by a person, by occasion
- Travels — destination, travel companions

Scan Photos

- Determine a storage location for backup copies
- Organize photos to make it easy to share on social media — tag with occasion or name
- Throw away bulky albums after photos are scanned
- Buy digital frames and share photos as gifts
- Select your favorite photos, print them, and then display them in frames in your new home

Your community's Moving Made Easy® program offers future residents home sale and relocation support through the one-on-one guidance of a Personal Relocation Manager. Personal Relocation Managers are real estate and relocation experts who provide support, education, and advocacy, compliments of your community.

“Thank you for all of your efforts in supporting the sale of my home. I'm happy and it's just been a wonderful experience.

Thank you very much.

— Marilyn J.

To learn more, tell your community: “I'd like a Personal Relocation Manager to call me.”