Photos, Letters & Slides Checklist

Before the session

- [ ] Gather every photo box, album, slide tray, negative and letter in one room
- [ ] Set up five bins: Keep, Scan, Share, Donate, Shred
- [ ] Soft pencils, sticky notes, acid-free boxes

The 90-minute session

- [ ] 0-15 min: set up bins
- [ ] 15-60 min: quick sort, one look per photo
- [ ] 60-80 min: each person claims and labels (name + year, in pencil)
- [ ] 80-90 min: set a claim deadline and assign the scanner

After

- [ ] Scan shared favorites (300 dpi documents, 400-600 dpi photos to enlarge)
- [ ] Back up in two places
- [ ] Call a historical society or archive before donating
- [ ] Shred private papers

Before the estate sale company arrives

- [ ] Remove all photos, letters, diaries, film, slides and negatives
- [ ] Remove IDs, military papers, medical, tax and bank papers
- [ ] Remove home movies, tapes and memory cards
- [ ] Write 'set aside papers and photos' into the contract