



Photo Organization Checklist



- Gather supplies and tools:
 - Photo boxes with dividers
 - Scrapbooks, albums, frames
 - Album inserts, page protectors, and photo corners
 - Photo-safe pen and tape, and scissors
 - Jump drives
 - Fire- and waterproof safe
- Have any unidentified negatives developed
- Export photos from SD cards to CD or have printed
- Gather all photos to be organized
- Create mini-piles of loose photos
- For each pile:
 - Trash any blurry photos and badly-taken photos
 - Remove duplicates and either trash or gift them
- Decide on how you want to organize your photos
- If organizing chronologically [recommended] , organize pile into decades
 - Further organize each decade into years
 - For each year, organize by month/date, event, vacation, etc. if preferred
 - If you can recall the date/month/year of photo, write this on the back
- Once your photos are sorted, insert them into albums, scrapbooks, frames, etc.
- Gift any duplicates you have set aside
- Gift scrapbooks or albums you created for that purpose
- If inserting photos in albums, label according to your organization of choice, ex. the 1940's, the Grandchildren, Jack's Wedding, etc.