



Archives 101

General Tips for Document Storage

1

Remove any staples or metal paper clips from the document. Both will rust over time and stain your document. Instead use a plastic paper clip.

2

Do not laminate your important documents. Laminating can cause damage to your document including overheating, scanning difficulty and seal security.

3

Store documents in acid free folders. Regular paper contains acid that can spread to other documents cause yellowing and staining.

4

Keep documents stored in a temperature-controlled environment. If documents get too hot, they become brittle and crack.