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FREE RESOURCE

# *Family Archive Guide*

Your family archive is more than a box of photographs. It is the story of who you are, where you came from, and what you want future generations to remember.

Use this guide to gather the documents, photographs, and stories that make up your legacy. Then share the finished archive with the person you trust to carry it forward.

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## *What to gather*

- Birth, marriage, and death certificates
- Property deeds, mortgage records, and insurance policies
- Family photographs with names, dates, and locations on the back
- Letters, journals, recipes, and handwritten notes
- Military records, diplomas, awards, and professional licenses

## *Story prompts*

- What is the earliest memory you have of your parents or grandparents?
- What family tradition do you hope never fades?
- What did you overcome that you want your children to know about?
- What values have guided the biggest decisions in your life?
- What do you want your great-grandchildren to understand about love?

## *Storage & preservation tips*

- Keep originals in acid-free folders, away from light and moisture.
- Create digital backups using a scanner or phone app, and store them in two locations.
- Label every file with a date and a name, not just "IMG\_0456."
- Tell at least one trusted person where the archive lives and how to access it.

Pass it on: Once your archive is organized, name the person who will care for it next. A family archive without a keeper becomes a mystery. A family archive with a keeper becomes a legacy.