

# Keep it safe



## Boxing basics

Archivists use acid-free boxes and folders which are the best solution for long-term storage. These can be purchased from suppliers like **PEL** and **Conservation by Design** but are expensive.



As an alternative, you could use cardboard bankers boxes, storage boxes and document wallets like these. Although they are not acid-free, they will offer some protection for your materials against light, dust, environmental fluctuations and, to a small extent, water damage. They are cheap and readily available from stationary suppliers.



### If you can, try to avoid:

- Strong colours which could be transferred to your materials
- Storage options with metal fastenings which could rust
- Plastic storage which can give off chemicals damaging to your materials