

Organization of Genealogy Collections  
In-Home Service  
(available within 60 miles of Milwaukee City)

Archive Your Past is available upon appointment to come to your home to organize your genealogy research, documentation, and photographs. This service includes:

organizing and refolding documents  
sleeving and labeling photographs

- 1) a small-fee in-home consultation to agree on the service that you require for your collection
- 2) guidance in storage, light and humidity.
- 3) use of acid-free and lignin free folders
- 4) removal of paperclips
- 5) removal of rubberbands
- 6) removal of staples
- 7) straightening folded or crinkled papers
- 8) rehouse photographs or negatives in polypropylene or polyethylene sleeves

A contract will be signed for the work agreed upon. Archive Your Past brings the supplies needed and only the supplies used are billed to you along with work time for the service. Payment for services will be received at the end of the day's work and will include scheduling another appointment, if necessary.

If interested, please email Archive Your Past at [info@archiveyourpast.com](mailto:info@archiveyourpast.com) to set a consultation appointment at your home.