



Instructions for packing/shipping your My Legislative Legacy™ box

Now that you know what you want archived, and have organized your items into categories, such as year, event, special occasion, milestone, location, etc., it is time to fill and label your clasp envelopes.

Be sure to remove any glue, paper fragments, paper clips, staples, etc. from your documents and photos so they go through the scanners unobstructed.

- Approximately 20 documents and/or 8"x10" photos will fit into the 9"x12" envelopes.
- Approximately 20 -4"x6" and/or 5"x7" photos will fit into the 6"x9" envelopes.

Your videos, small and large format, will not be placed in clasp envelopes.

With a permanent marker, numerically label your clasp envelopes and videos. Example: Photos 1,2,3 etc., Documents 1,2,3 etc., Video 1,2,3 etc. The envelopes with your items and the videos will digitally archived in numeric order. **Please note:** When you receive your USB flash drive, you will be able to rearrange your files as needed, as well as add narration to your archived items.

Pack your envelopes and videos into your box securely. Be sure to fill in any empty space with bubble wrap or newspaper. Securely tape the box shut.

Your box comes with a prepaid shipping label so all you have to do is drop it off at your nearest FedEx office or drop box.

Contact us for instructions if you have over-sized items, or you have another format not listed on our website that you would like digitized.

Please let us know if you have any questions.