



Instructions for packing/shipping your box to My Legislative Legacy

Go to your closest UPS Store and pick up a 9" x 12" x 4" shipping box. This is a standard size and readily available. You will also need some 9" x 12" and 6" x 9" Manila envelopes.

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

Your videos and tapes, small and large format, do not need to be placed in an envelope.

Organize the items you want to have archived into categories, such as year, event, special occasion, milestone, location, etc.

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

Fill and label your envelopes.

- With a permanent marker, numerically label your envelopes and videos.
Example: Photos 1,2,3 etc., Documents 1,2,3 etc., Video 1,2,3 etc.
- Envelopes and videos/tapes will be digitally archived in numeric order.

When you receive your USB flash drive, you will be able to rearrange your files as you wish, and add narration to your archived items as well.

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.

We will email you a prepaid shipping label that you can print and bring to the UPS Store along with your filled box.

Or, if you prefer, you can bring your filled envelopes and tapes to the UPS Store and they will pack the box for you. Just bring your prepaid shipping label.

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

Please let us know if you have any questions.