



## **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 25 documents and/or 8"x10" photos will fit into the 9"x12" envelopes.
- Approximately 40 -4"x6" and/or 5"x7" photos will fit into the 6"x9" envelopes.

We recommend using at least 1 envelope for each category. Depending on the number of items, you can use multiple envelopes for the same category.

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

With a permanent marker, clearly label your clasp envelopes and videos with the categories you chose. These categories are how your items will be digitally labeled and organized. **Please note:** When you receive your flash drive, you will be able to rearrange and relabel your files as needed, as well as add any additional narration to your archived items.

Pack your envelopes and videos into your box securely. Be sure to pack in any empty space with bubble wrap or newspaper.

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.