



## Artist's Legacy Toolkit

### *Archival Formats*

Archival materials come in a variety of shapes and forms. This list will help you understand the common formats in your collection, a first step to organizing, inventorying, and preserving your materials. As you move to other steps in the Toolkit, please use this tool as a reference when identifying and describing what you have. Keep in mind that you may have materials that are either not on this list or don't easily fit any of the categories.

Artifacts	Audiovisual Material**	Digital Files	Paper Materials
Costumes Canvases Memorabilia Misc. 3D objects	Cassette tapes Microcassettes DAT CDs Records Photographs Slides & Negatives Open Reel U-Matics DVDs Betacam MiniDV Hi-8	Diskettes Minidiscs Zip disks DVDs CDs Email Hard drives Flash drives	Books Newspaper clippings Office files Programs Brochures Posters Designs (costume, sets, light)

\*\*for more information on identifying video formats, please consult the [Videotape Identification and Assessment Guide](#).