

Worksheet 64

Digital Archiving & Restoration Plan

Print or fill out this worksheet to organize your restoration project step by step:

1. Archival Project Goal

- **Target Collection:** *(e.g., Grandma's 1950s Travel Album, Smith Family Letters)*

- **Total Estimated Items:** _____

2. Tool Selection Checklist

- ☐ **Scanning Tool:** *(e.g., Google PhotoScan, Flatbed Scanner)* _____
- ☐ **Photo Repair/Enhancement Tool:** *(e.g., Photoshop, Remini)* _____
- ☐ **Colorization Tool:** *(e.g., Palette.fm, MyHeritage)* _____
- ☐ **Transcription/Vision Tool:** *(e.g., ChatGPT Vision, Claude)* _____

3. Organization Strategy

- **Primary Folder Structure:**
- [Year]_[Event/Family Member]_[Location]
- **Key Category Tags to Apply:**
 - 1.
 - 2.
 - 3.

4. Step-by-Step Progress Tracker

Item Name / Batch	Digitized? (Y/N)	Backup Saved? (Y/N)	AI Restored? (Y/N)	Final Album Location
Example: 1952 Wedding Batch	Y	Y	Y	1952_Wedding_SmithFamily
1.				
2.				
3.				