



# Operation Granny Files

## Photo & Document Metadata Tagging Sheet

Your cheat sheet for keeping family treasures from becoming anonymous mysteries.

Use this sheet to record the known details for each photo or document you scan, photograph, or file. Print multiple copies or use the digital version to track as you go. Remember: partial information is better than none!

You can attach this to digital files, write directly on photo sleeves (acid-free, please), or type into the metadata fields of your photo software.

### Not Sure?

Use the Notes field to jot down your best guesses or who you plan to ask. Phrases like “Possibly Grandma Joyce?” or “Maybe taken at 1950s family reunion in Price?” are extremely helpful later—for you and for future generations.

### Bonus Tips:

- Label physical items using pencil or archival-safe pens.
- Don't write directly on originals—use acid-free labels or envelopes.
- Ask relatives for second opinions. They might recognize the dog, the dress, or the wallpaper.

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**Field Tool:** Mission 3: The Biscuit Tin Dossier | [Operationgrannyfiles.substack.com](https://www.operationgrannyfiles.substack.com)

*Filed under: creased, curled, and completely priceless.*



