With a much shorter life expectancy than newer forms of media--such as CDs and MP3s--the era of cassette tapes is over. But that doesn't mean you have to get rid of your old tapes. Cassette tapes must be handled with care to maximize their life--and the proper storage of cassette tapes is vital to the process of preserving them. Properly storing cassette tapes consists of following some fairly basic, but necessary, guidelines that can protect your tapes from damage and preserve their content.

Instructions

1. Fast forward or rewind each of your cassette tapes to the end of a side. If you need to label your tapes, use a pen or permanent marker to write on the labels printed on the cassette tapes--instead of adding adhesive-based labels. Include the date when labeling your cassette tapes.

2. Place each cassette tape into their plastic cases, and then place the tapes into an audio cassette archival box. Organize the tapes vertically in the archival box.

3. Place the archival box in a dry, temperate environment that isn't susceptible to drastic changes in temperature and humidity and doesn't drop below 32 degrees Fahrenheit. Place the box in a location out of direct sunlight and away from flammable materials such as cardboard and cleaning solutions. Also keep the archival box of cassettes away from devices that create a magnetic field, such as stereo receivers, refrigerators and televisions.

Ideally, you shouldn't expose your tapes to freezing temperature; however, if needed, you can store your tapes in temperatures down to -41 degrees Fahrenheit.
If your tapes were exposed to freezing conditions, allow at least two hours for your tapes to acclimate to room temperature before playing them.

Source:
http://www.ehow.com/how_5844010_properly-store-cassette-tapes.html#ixzz10zEvRO1J