

Texas Court Records Preservation Task Force



Supreme Court of Texas

ARCHIVAL ENEMIES

THE FOLLOWING “ENEMIES” ARE A DANGER TO ARCHIVAL MATERIALS.
THEY MUST BE CONTROLLED FOR LONG TERM PRESERVATION.

- Temperature
 - Ideal - 68 to 72 degrees for most materials
 - Avoid FLUCTUATIONS
- Relative Humidity
 - Ideal – 40 to 60 % RH for most materials
 - Avoid FLUCTUATIONS
- Light
 - Light damage is cumulative
 - Avoid direct sunlight and fluorescent lights
- Biological Agents – mildew, mold, insects, rodents
 - THRIVE in hot, humid conditions
 - FEAST on cellulose (paper materials) and glue
- Airborne pollutants and dust
 - Airborne pollutants often combine with moisture in the air and create acids which damage archival materials.
 - Dirt abrades the fibers in paper, weakening it.
- People – improper storage and handling.

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A PROPER STORAGE ENVIRONMENT

- Aim for dark, cool, and dry locations.
- Avoid attics, garages, bathrooms, basements, and the tops of closets. Watch out for “hot spots” that can damage materials.
- Avoid direct sunlight and light high in UV radiation (fluorescent). Rotate your displays of family photographs and documents. Ideally, display a good digital image and retire the originals to archival housing.
- Monitor your collections often for signs of pest infestations and mold and mildew.
- Add strength and flexibility to fragile materials and photographs with clear polyester film (Melinex).
- Do not use polyester film with unfixed pastel and charcoal, heavily applied pencil, and flaking media.
- Isolate highly acidic material like old newspapers from other materials. The acid will migrate.
- Remove materials from housing high in lignin and acid and replace with appropriate archival containers.

THESE ARE GENERAL RECOMMENDATIONS. BE SURE TO CHECK PRESERVATION SOURCES IF YOU HAVE QUESTIONS.

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SCRAPBOOKS

OLD SCRAPBOOKS

- Inspect carefully old scrapbooks before removing any materials.
- Attempt to preserve the original order of the materials and pages.
- Identify any materials removed from scrapbooks indicating date, source, names, and places. Use only pencil.
- Protect in archival boxes and store in a cool, dry environment.
- Remove, IF POSSIBLE and WITHOUT DAMAGE, any materials in magnetic photo albums.

NEW SCRAPBOOKS

- Construct with 100% archival materials including the cover, the pages, and the hinges.
 - Use “D” or “O” ring, poly- post, and multi-ring hinges.
 - Use alkaline buffered 80 lb. paper.
- Purchase plastic page protectors from a recognized archival products company. Archival plastics include Mylar-D, polyester, polyethylene, and polypropylene.
- Attach photographs, postcards and other items with archival photo comers.
- Use only acid-free adhesives suitable for paper to paper applications.

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PHOTOGRAPHS

IDENTIFY ALL PHOTOGRAPHIC PROCESSES BEFORE ANY ACTION IS TAKEN CONCERNING THE HANDLING AND STORAGE OF PHOTOGRAPHS.

- Never take apart any ‘cased photographs’ (daguerreotypes, ambrotypes, and tintypes). For more information on these types of photos, see <http://users.erols.com/webmouse/preservation/pres-photo.html>.
- Do not flatten tin-types or attempt to clean with solvents.
- Wear white cotton gloves when handling photo prints and photo negatives.
- House photo prints in
 - clear plastic sleeves constructed of uncoated polyester, polypropylene, or polyethylene
 - OR
 - acid-free unbuffered paper envelopes, folders, and boxes for added support.
- Never use enclosures made from unprocessed wood-pulp paper, glassine, or polyvinyl chloride (PVC).
- Store photo negatives separately from photo prints.
- Label photo prints on the back using a soft lead pencil. AVOID ballpoint pens and sharp pencils as they can damage the image.
- Store color slides in plastic sleeves or lignin-free slide storage boxes.
- Use ultra violet filtering glass or Plexiglas on framed prints.

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AUDIO RECORDINGS

HANDLING OF AUDIO MATERIALS

- Do not touch the playing surface of any recording.
- Handle cassette tapes by their outer shell only; do not place fingers or any other materials into openings.
- Handle open-reel tapes by the outer edge of the reel flanges and center hub areas only; avoid squeezing the flanges together.

CLEANING OF AUDIO MATERIALS

- Wipe vinyl discs in a gentle spiral fashion, from center to edge, with 20% isopropyl alcohol solution and a soft lint-free cloth. Rinse with de-ionized water and pat dry with a clean, absorbent, lint-free cloth.
- Use the moisture from your breath and a soft lint-free cloth with CDs. Wipe in a radial motion from the center to the edge.

STORAGE OF AUDIO MATERIALS

- Store all LPs, discs and tapes (cassette and open-reel) upright, on edge. Do not lay any recording flat.
- Keep all tapes away from potential sources of demagnetization, such as loudspeakers, televisions, and heat sources.
- Store tapes without rewinding.

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PRESERVING VIDEOTAPE RECORDINGS

Master Copies:

- RESTRICT USE - only when duplicating copy is un-usable.
- Keep under optimal environmental conditions.
- Use for regular playback by you family and friends.

Storage:

- Always store cassettes and reels in the cases/boxes to protect them from dust and damage. Store upright on ends, not flat side of box,
- Handle video cassette tapes by their outer shell only; do not place fingers or any other materials into the openings.

Winding:

- Do not rewind tapes after playing: playing at normal speed will distribute “the pack” for storage more evenly than rapidly rewinding or fast forwarding the tape. Rewind just before play.

Storage temperatures and humidity should be stored as low as 50° F. and 30% relative humidity. Keep storage areas as free of dust and other contaminants, such as food.

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PRESERVATION OF DIGITAL MEDIA

MUSIC CD'S, RE-WRITABLE CD'S, FILMS OF FAMILY AND EVENTS ON VIDEOTAPE, CD OR DVD

Storage and Handling

- Wear clean, lint-free gloves when handling CDs.
- Handle CDs by their edges.
- Store CDs in their polystyrene "jewel cases." Do not store in paper or card enclosures.
- Store CDs vertically.
- Do not bend or place pressure on the CD as this may lead to delamination.
- Store CDs in the dark as ultraviolet light can discolor the lacquer and polycarbonate layers causing laser reading problems.
- Avoid excess humidity levels as early CDs reflective layers have been known to oxidize. Reflective layer composition has changed over the years but excess humidity should still be avoided.
- Do not label discs with self-adhesive labels. Consult the disc manufacturer to find out which type of marker pen is appropriate for the disc

Duplicating copy: Use to create new user copy

- Keep under optimal environmental conditions, if at all possible.

User copy: Use for regular playback by you family and friends.

Storage: Always store cassettes and reels in the cases/boxes to protect them from dust and damage. Store upright on ends, not flat side of box,

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PRESERVATION OF DIGITAL MEDIA

- OPTICAL MEDIA: CD-ROM
- CD-RW
- DVD-ROM
- DVD-RW
- MINI-DISCS, VIDEO DISCS.

All of these optical media should be stored in stable cool conditions with lowered humidity levels. The fluctuation of temperature and humidity is the main problems for physical preservation of these items.

- Re-writable (CD-RW) CDs are more heat -sensitive than CD-ROMS and should be handled more carefully.
- Avoid touching the “reading surface” of the discs and, if possible, do not keep in plain plastic jewel cases.
- CD-ROMS have shown serious degradation in less than 10 years
- DVD’s are believed to have shorter life-spans than CD-ROMS.
- Make and carry out a plan to “migrate or refresh” your data to new CD-ROMS periodically.

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STORAGE & ORGANIZATION (SOME GENERAL TIPS)

- Store objects of the same size together whenever possible.
- Do not overcrowd boxes and files.
- Keep boxes off the floor where they are more likely to be damaged by insects or water.
- Store different types of paper separately, for example diaries in boxes, letters in folders, art work in flat boxes.
- Avoid using paperclips, glue, tape and rubber bands.
- Copy newspaper clippings to acid free paper or deacidify them.
- Metal cabinets, such as powder-coated steel cabinets are preferred over wood as wood often generates harmful peroxides.
- Direct sunlight is the most harmful light source; incandescent lighting is generally preferred to fluorescent.
- Organize materials according to who created them. In other words, all the correspondence either written by or received by Uncle Joe should be kept together.

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ARCHIVAL PRESERVATION

ARCHIVAL EQUIPMENT & SUPPLY VENDORS

Hollinger Metal Edge

<http://www.hollingermetaledge.com>

Email: info@hollingermetaledge.com

Phone: 800-634-0491

Fax: 888-822-6937

Gaylord

<http://www.gaylord.com/>

customerservice@gaylord.com

Phone: 1-800-448-6160

Conservation Resources

<http://www.conservationresources.com/>

E-mail: sales@conservationresources.com

Phone: 1-800.634-6932

Fax: 703.321-0629

University Products

<http://www.universityproducts.com>

Email: custserv@universityproducts.com

Phone: 1-800.336.4847

Fax: 1-800.532.9281

TALAS

<http://talasonline.com/>

<http://www.talas-nyc.com/>

Email: info@talasonline.com

Phone: 212-219-0770

Fax: 212-219-0725

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ARCHIVAL PRESERVATION

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<http://www.hollingermetaledge.com>

Email: info@hollingermetaledge.com

Phone: 800-634-0491

Fax: 888-822-6937

Gaylord

<http://www.gaylord.com/>

customerservice@gaylord.com

Phone: 1-800-448-6160

Conservation Resources

<http://www.conservationresources.com/>

E-mail: sales@conservationresources.com

Phone: 1-800.634-6932

Fax: 703.321-0629

University Products

<http://www.universityproducts.com>

Email: custserv@universityproducts.com

Phone: 1-800.336.4847

Fax: 1-800.532.9281

TALAS

<http://talasonline.com/>

<http://www.talas-nyc.com/>

Email: info@talasonline.com

Phone: 212-219-0770

Fax: 212-219-0725

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ARCHIVAL PRESERVATION
A Few Selected Web-sites

Library of Congress

<http://lcweb.loc.gov/preserv/careothr.html>

Caring for LC Collections - Supply Catalog - Publications - FAQ - Links - Specifications

Northeast Document Conservation Center

<http://www.nedcc.org/p101cs/p101wel.htm>

Preservation 101: An Internet Course on Paper Preservation

**Western Association for Art Conservation/
Conservation On-Line – Stanford University**

<http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html>

Salvage at a Glance

National Park Service

http://www.cr.nps.gov/museum/publications/conservoogram/cons_toc.html

Over a hundred pamphlets on conservation topics.

American Institute for Conservation of Historic and Artistic Works

<http://aic.stanford.edu/>

Information and links.

The Archivist's Toolkit

<http://aabc.bc.ca/aabc/toolkit.html>

Excellent information that is easy to understand.

University of Texas School of Information

<http://www.ischool.utexas.edu/about/>

Trains archivists and preservation administrators.

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