

# Looking After Archives

Preservation: package and store archives using appropriate materials in the best way to minimise damage

*Norah*

Norfolk Archives & Heritage  
Development Foundation



**THE DULVERTON TRUST**

**Norfolk**  
Record  
Office



# Best Practice

# Achievable

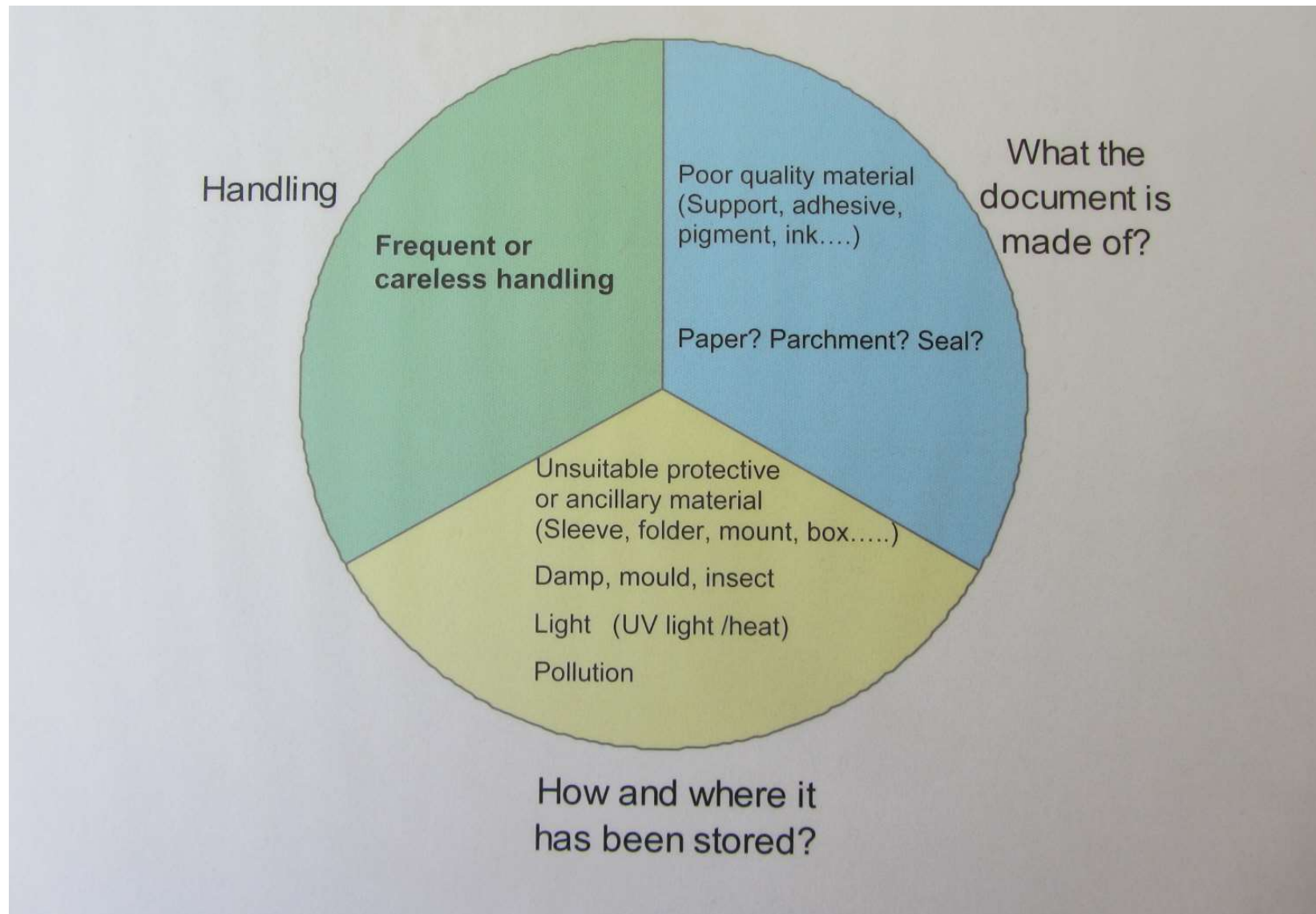
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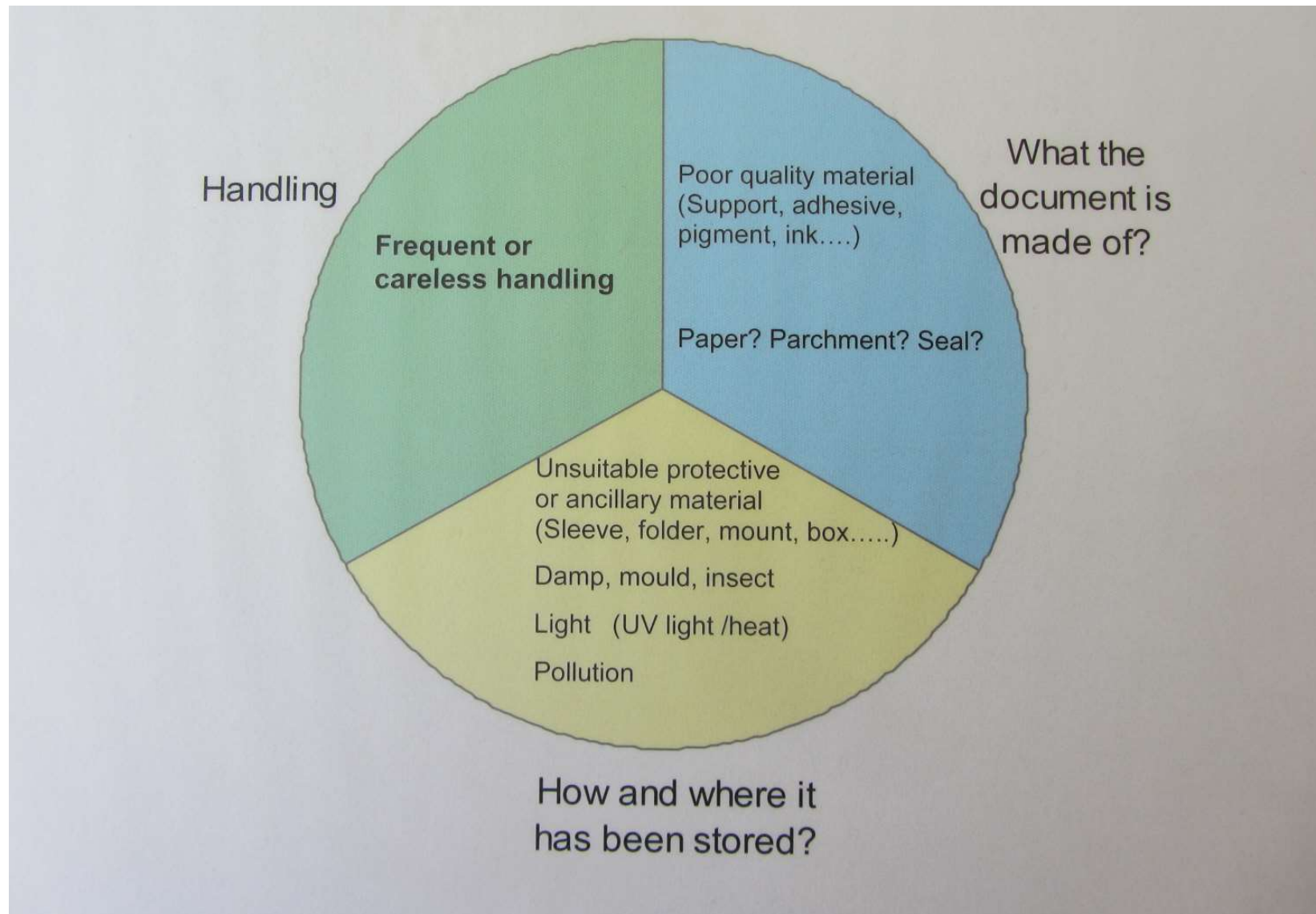
What could  
possibly go  
wrong?



# Documents are made of :-

- Paper
- Inks and pigments
- Parchment?
- Wax
- Leather
- Photographs
- Film
- Sound
- 1s and 0s

What could  
possibly go  
wrong?





Where do  
you start?



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# No good for archives

- Acidic packaging
- Plastics
- Metals
- Pressure sensitive tape

# Repackaging



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What if it  
blinks?



We make boxes



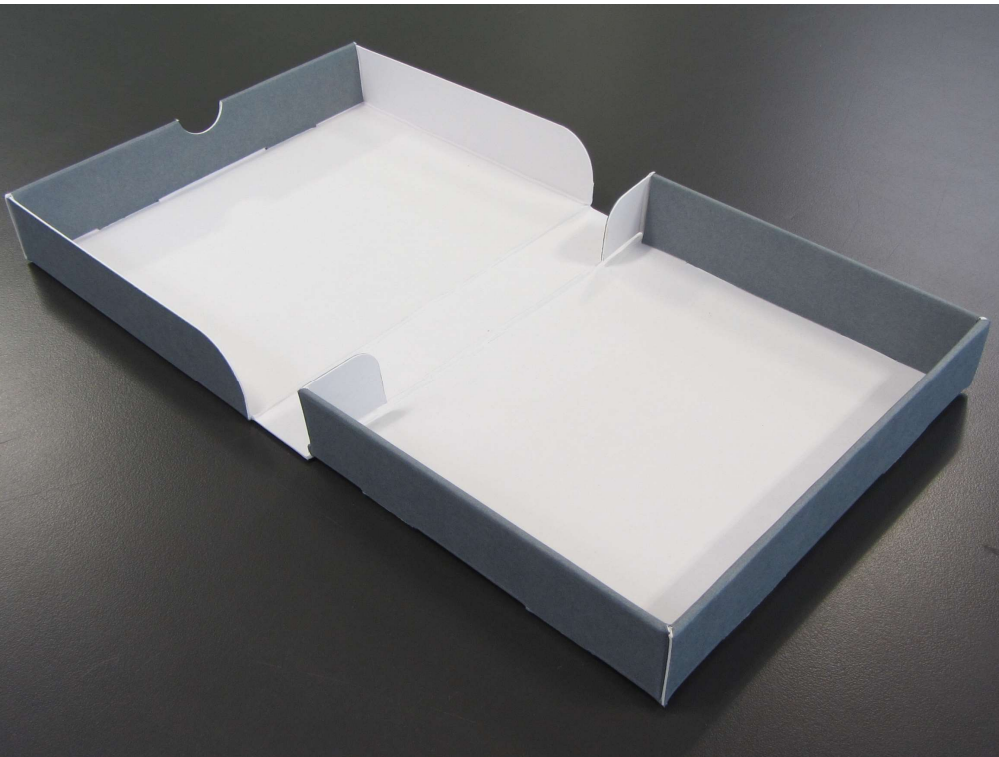
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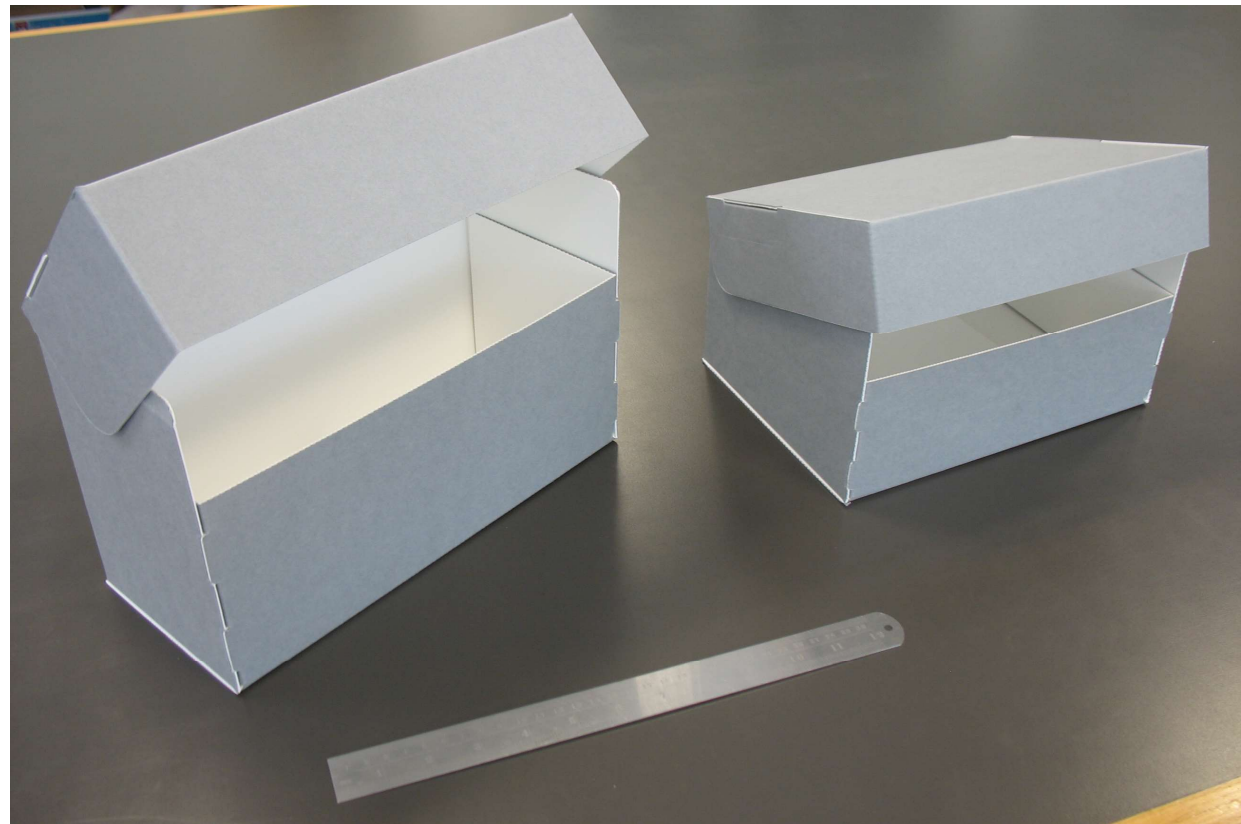


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We make boxes



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# Environmental conditions

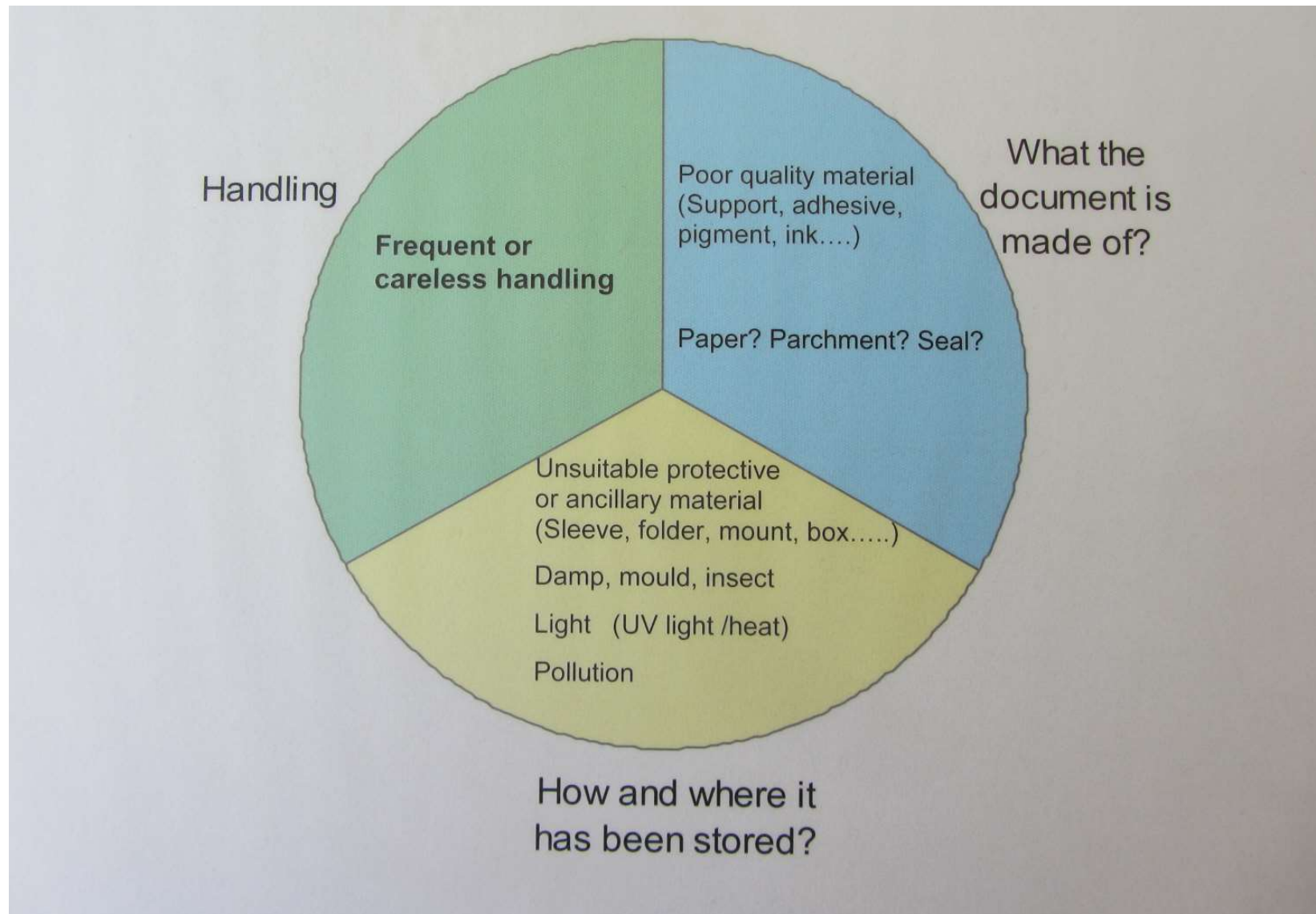
- Temperature of 13 – 19 degree Celsius
- Relative humidity of 45 – 60%
- Source
  - BS EN 16893:2018 Conservation of Cultural Heritage
  - BS 4971:2017 Conservation and Care of Archive and Library Collections



# Considerations in an ideal world

- Building
- Shelves
- Walls
- MDF

What could  
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# Document handling



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# What if it does go wrong?

- Disaster preparedness