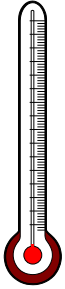
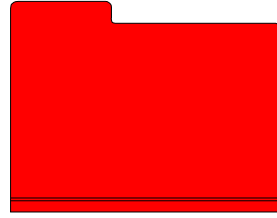


# TEN STEPS TO THE CARE AND CONSERVATION OF RECORDS

## 1. **Slow down acid migration**

-use "acid-free" materials such as boxes, folders, paper, and tissue.

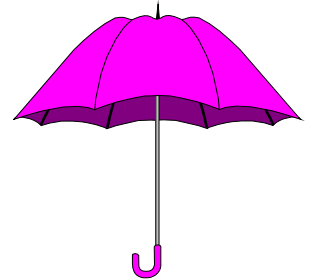


## 2. **Control temperature in storage and reference areas**

- maintain steady temperature, avoid drastic fluctuations
- shouldn't vary by more than two degrees in a twenty-four hour period
- for paper records, about 65-70 degrees F. or lower.
- for microform & magnetic media about 65 degrees F or lower.

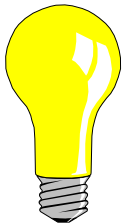
## 3. **Control relative humidity in storage and reference areas**

- maintain steady relative humidity, avoid drastic fluctuations
- shouldn't vary by more than two percent in a twenty-four hour period
- for paper records 35-45%
- for microform 30-40%
- for magnetic media 30-45%.



## 4. **Control light in storage and reference areas**

- use ultraviolet light shields, window curtains, blinds, or other coverings
- turn off lights when not in use
- reduce light intensity in high-use areas
- no more than 50 lux.



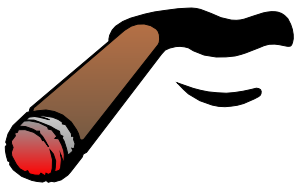
## 5. **Control insect and rodent damage**

- use insecticides(sparingly) and traps, or befriend insect and rodent eating birds and mammals for use outside of facility.



## 6. **Control air pollution**

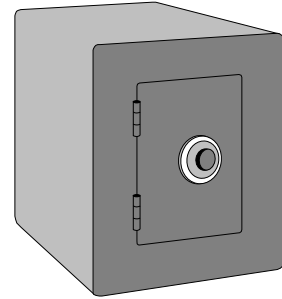
- Permit no smoking around collections!
- use air filtration system
- do not use electrostatic air purifiers and precipitators as they produce ozone which accelerates deterioration of film and, to a lesser extent, paper and leather.





7. **Take steps to lessen potential of fire and water damage**
- assess possible disasters and implement a disaster prevention and disaster recovery program.

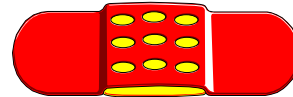
8. **Implement security procedures**
- lock doors and cabinets
  - maintain alarm system
  - periodic police patrol
  - maintain backup computer tapes and disks
  - store master microform off-site in climate-controlled secure storage.



9. **Make sure others know what to do in an emergency**
- establish collection priorities
  - establish lines of communication and responsibility and make sure archival and vital records are separate and properly identified for quick removal.



10. **If it looks bad, and you aren't certain what to do, leave it alone!**
- Don't try to repair it with tape! Always seek the advice of a professional as soon as possible!



**Our mission: to educate through the identification, preservation, and interpretation of Idaho's cultural heritage.**

***If you have questions about the storage, arrangement, and care of your active or inactive records, please contact:***

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