



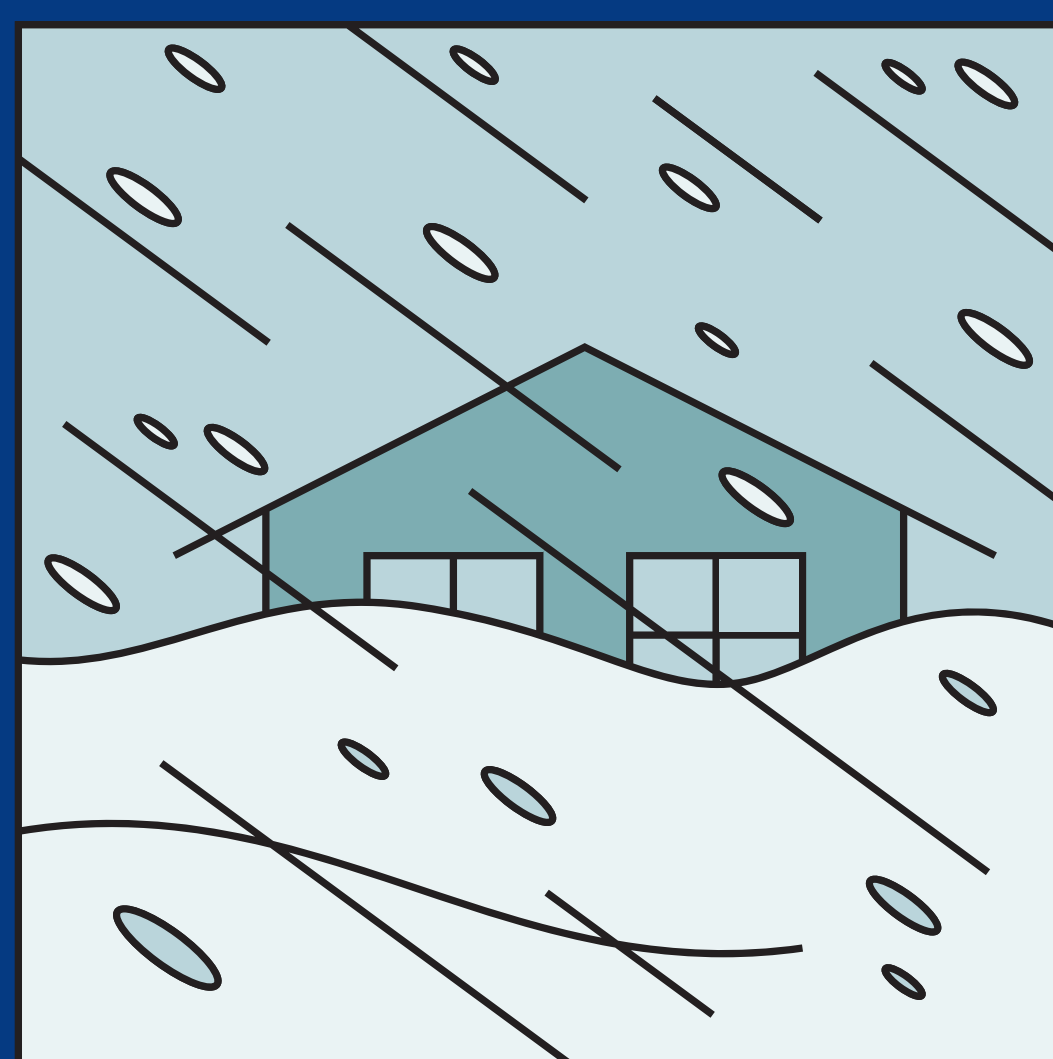
DISASTER PREVENTION

Tips from Indiana Archives and Records Administration

AVOID THESE HAZARDS WHEN STORING RECORDS:



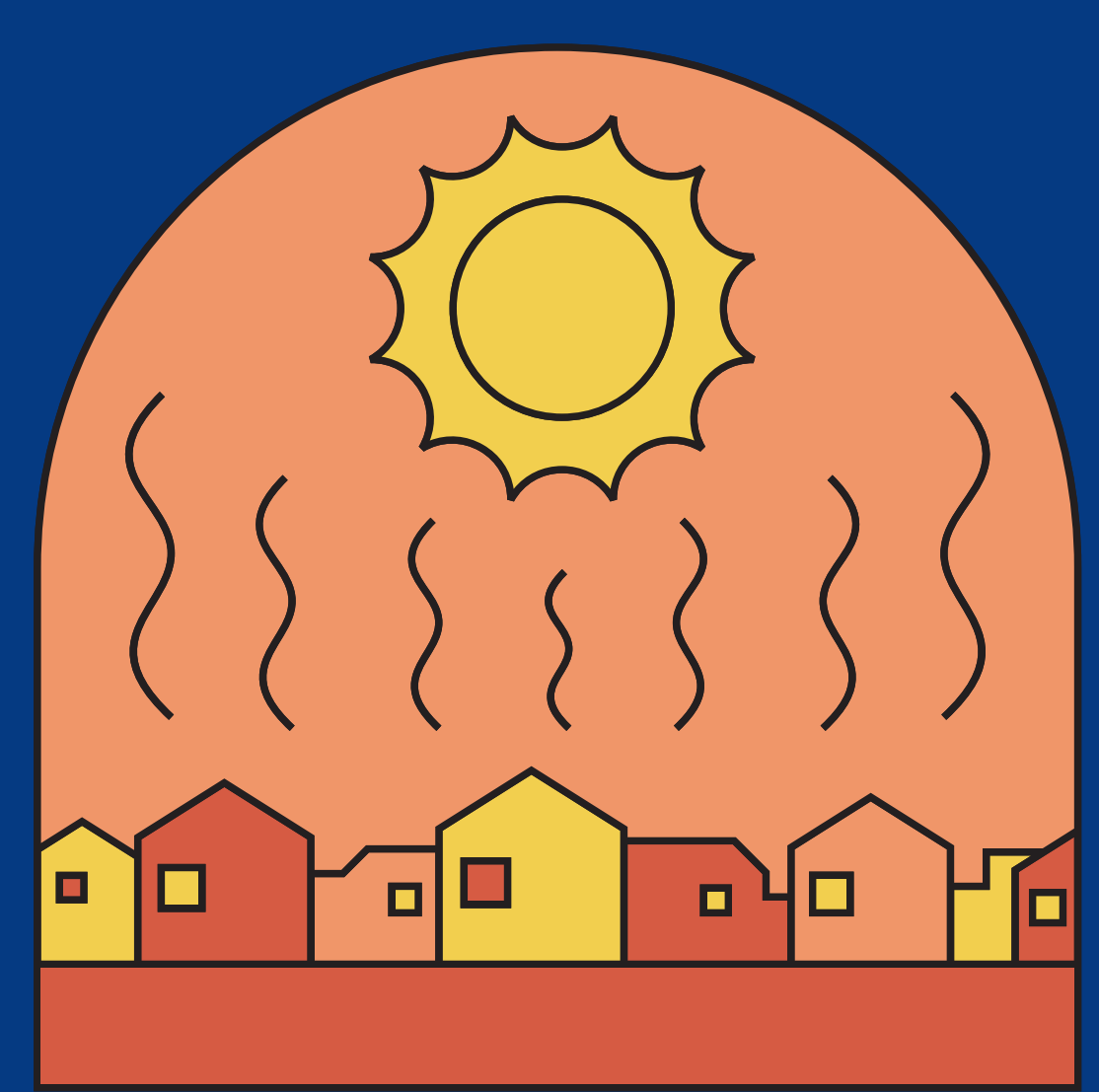
Capacity



Temperature
& Humidity



Infestation



Light

Avoid storage on the ground. Ensure sufficient floor support to prevent a collapse. Avoid too small spaces, as this can lead to poor ventilation, strain on shelving, and damage when accessing records.

Avoid basements and attics with extreme temperature fluctuations, poor air circulation, and moisture issues (high humidity = mold + mildew, low humidity = brittleness) which cause degradation, particularly on non-paper records.

Avoid kitchens, eating areas, and food storage zones to minimize rodents and insect infestations.

Avoid direct sunlight, exterior windows, or fluorescent light to minimize fading.

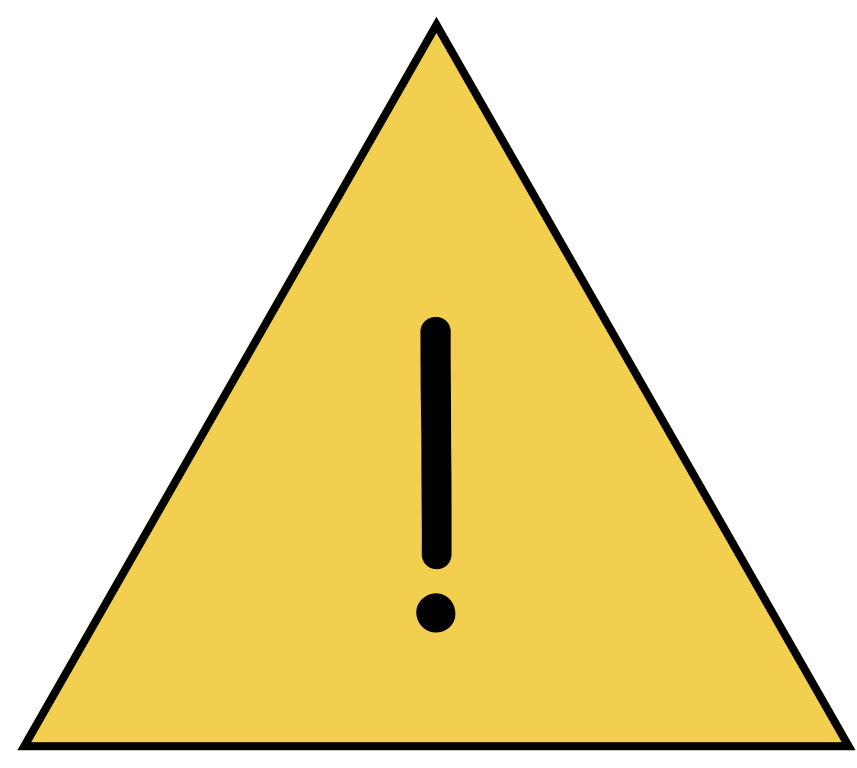


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DISASTER PREVENTION

AVOID THESE HAZARDS WHEN STORING RECORDS:



Heat



Electronic
Records



Water



Security

Avoid radiators, heat sources, or high temperature storage which can cause heat damage or potential fires. Fire-resistant doors or cabinets recommended.

Be sure to migrate electronic records when implementing a new system or hardware. Confirm with vendor that they provide adequate storage for the volume needed.

Avoid placement near potential water sources such as A/C units, sprinklers, or pipes to prevent mold and mildew.

Avoid high traffic, public areas and limit access to work needs or records requests. Create internal, network, and cyber security procedures, which ensure the authenticity and integrity of records and reduce the threat of malicious harm.



other prevention tips



Wash hands before handling records: natural oils from your skin contaminate records.

Keep copies of critical records at a separate location if possible.

Do not tape, paper clip, staple, or fold records

Do not label records in pen. Always use a soft, number two pencil to label the backs of photographs.

Be sure to migrate electronic records when you install new software on your computer.

Avoid dirt and dust, which can cause abrasion.

THE IDEAL CLIMATE FOR RECORDS STORAGE IS BETWEEN 65 AND 70 DEGREES + 35-50% HUMIDITY.