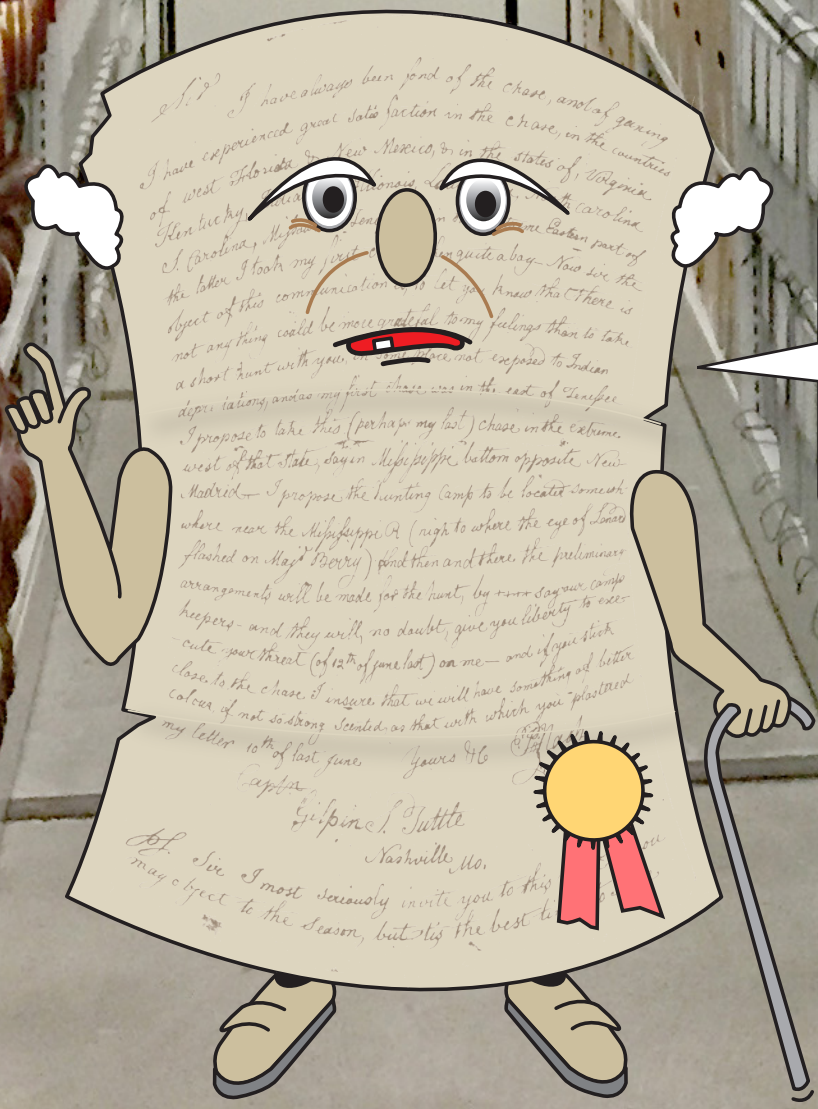
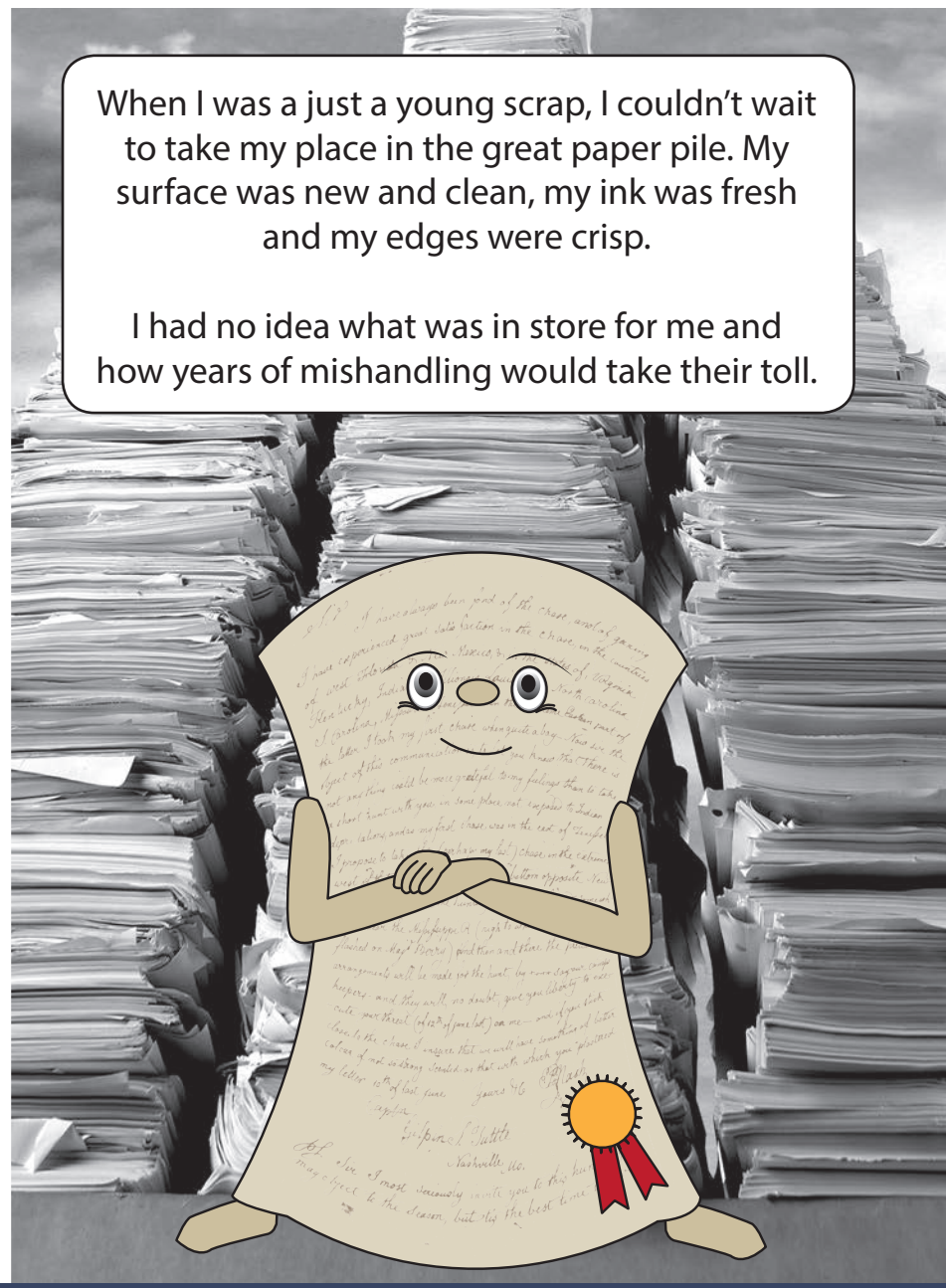


The Archival Adventures of "DOC"

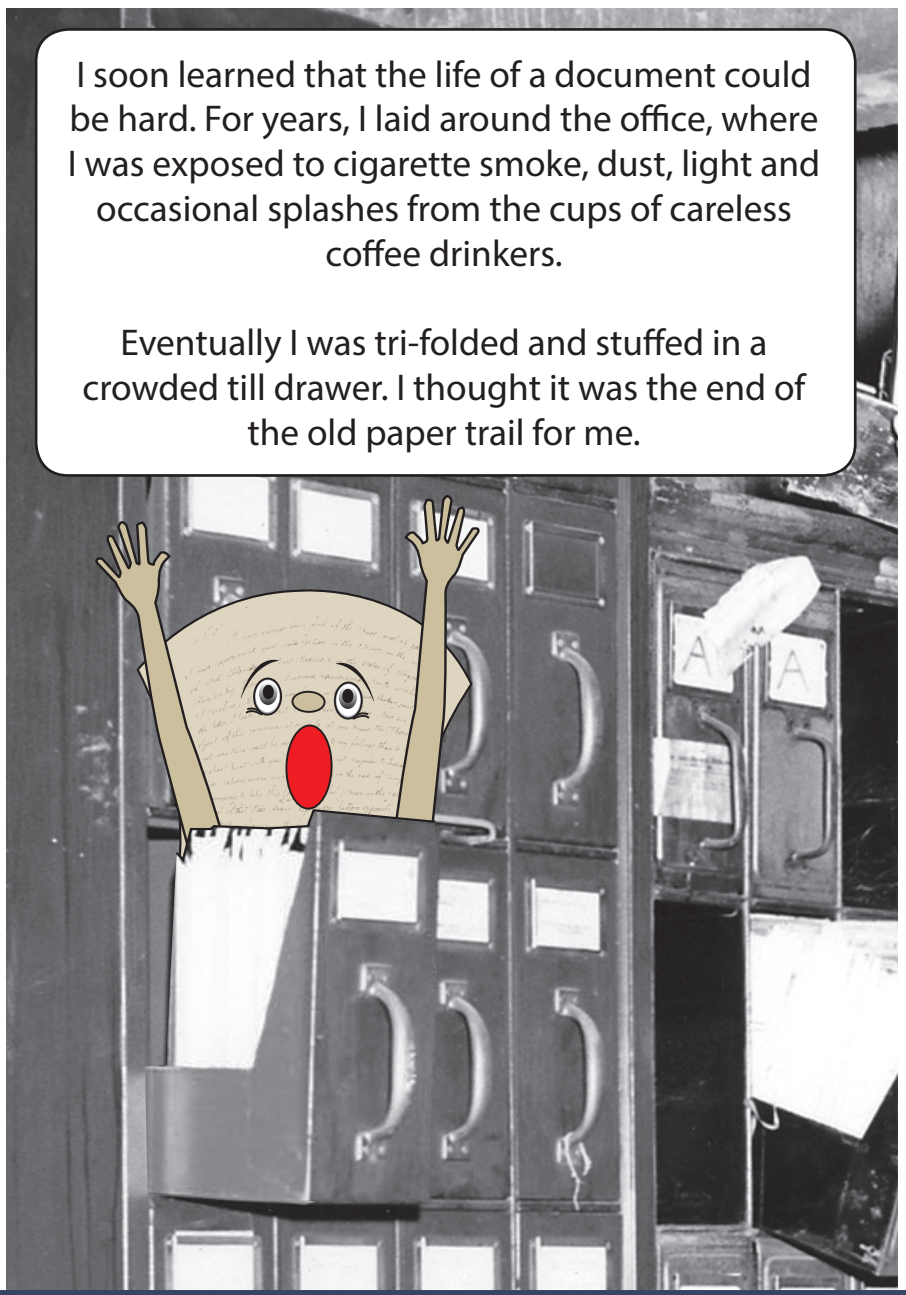


Hello! My name is Doc. I've been around these stacks for a long time but I still have a story to tell. In fact, you might say my story is written all over my face. Heh, heh.



When I was a just a young scrap, I couldn't wait to take my place in the great paper pile. My surface was new and clean, my ink was fresh and my edges were crisp.

I had no idea what was in store for me and how years of mishandling would take their toll.



I soon learned that the life of a document could be hard. For years, I laid around the office, where I was exposed to cigarette smoke, dust, light and occasional splashes from the cups of careless coffee drinkers.

Eventually I was tri-folded and stuffed in a crowded till drawer. I thought it was the end of the old paper trail for me.



Had I stayed there, I might have been cast aside and forgotten. I may even have been thrown in the trash. My story would have been lost forever!



It still gives me nightmares!

Fundamentals of Archives Preservation

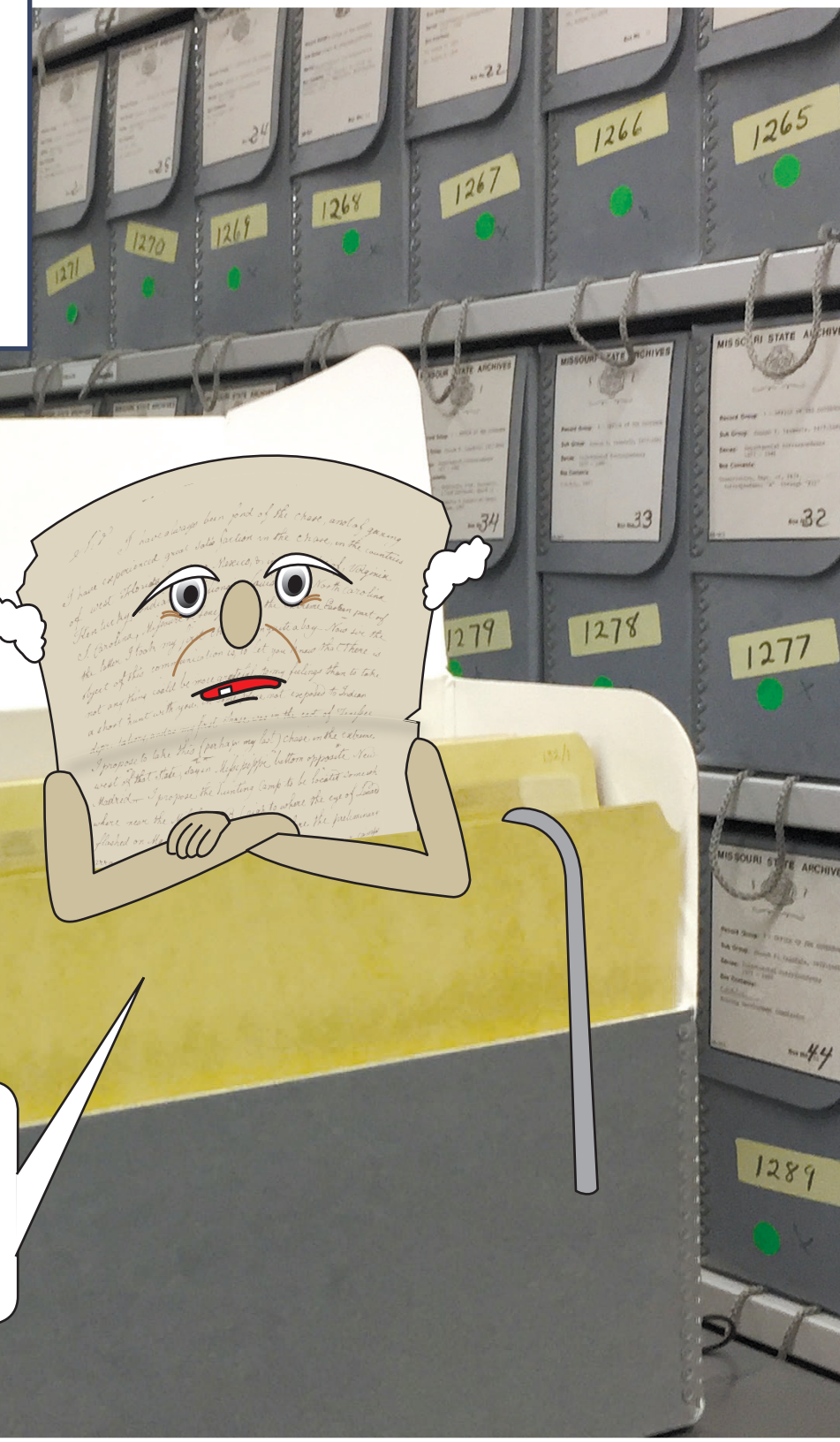
MISSOURI HISTORICAL RECORDS
ADVISORY BOARD



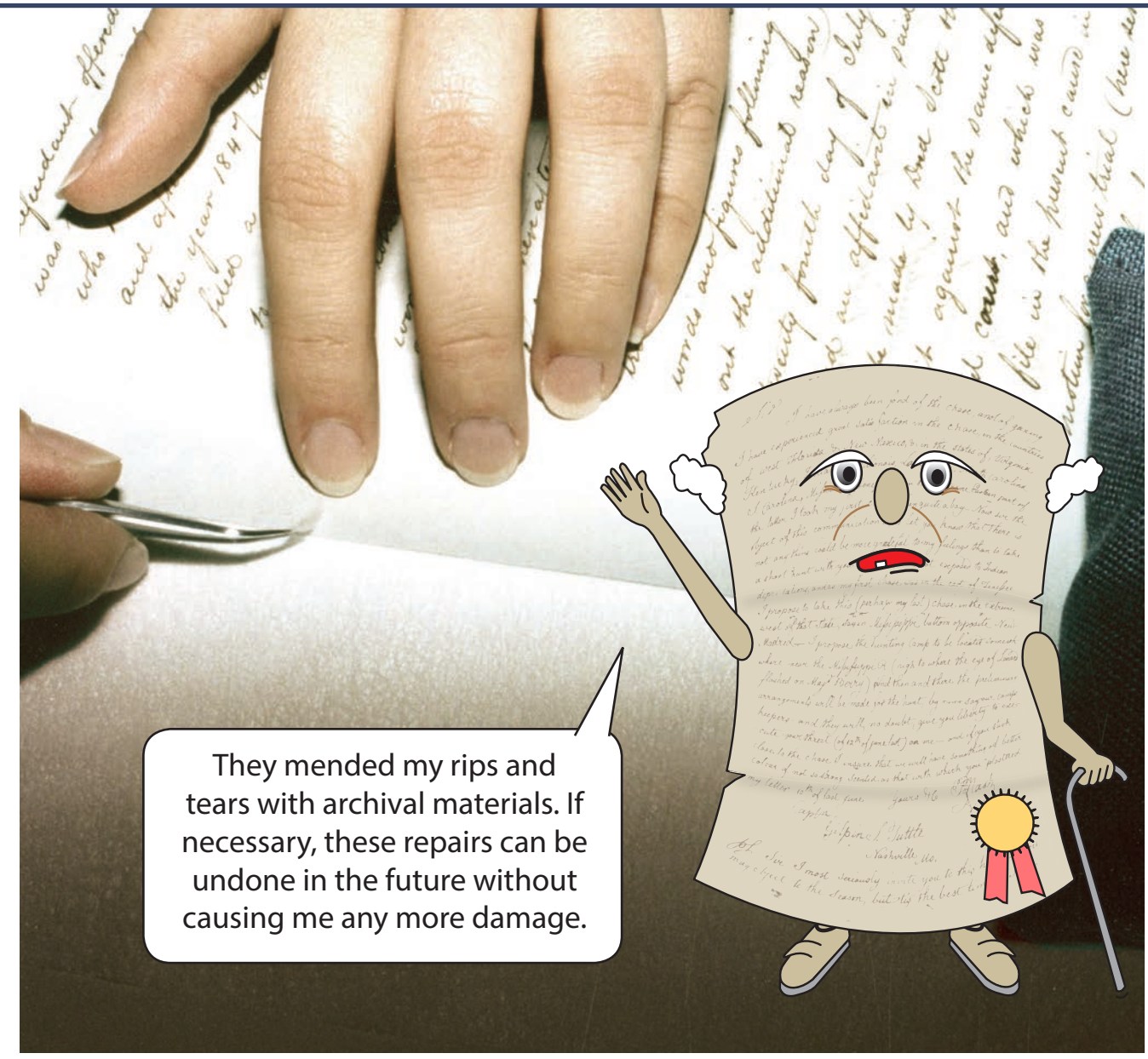
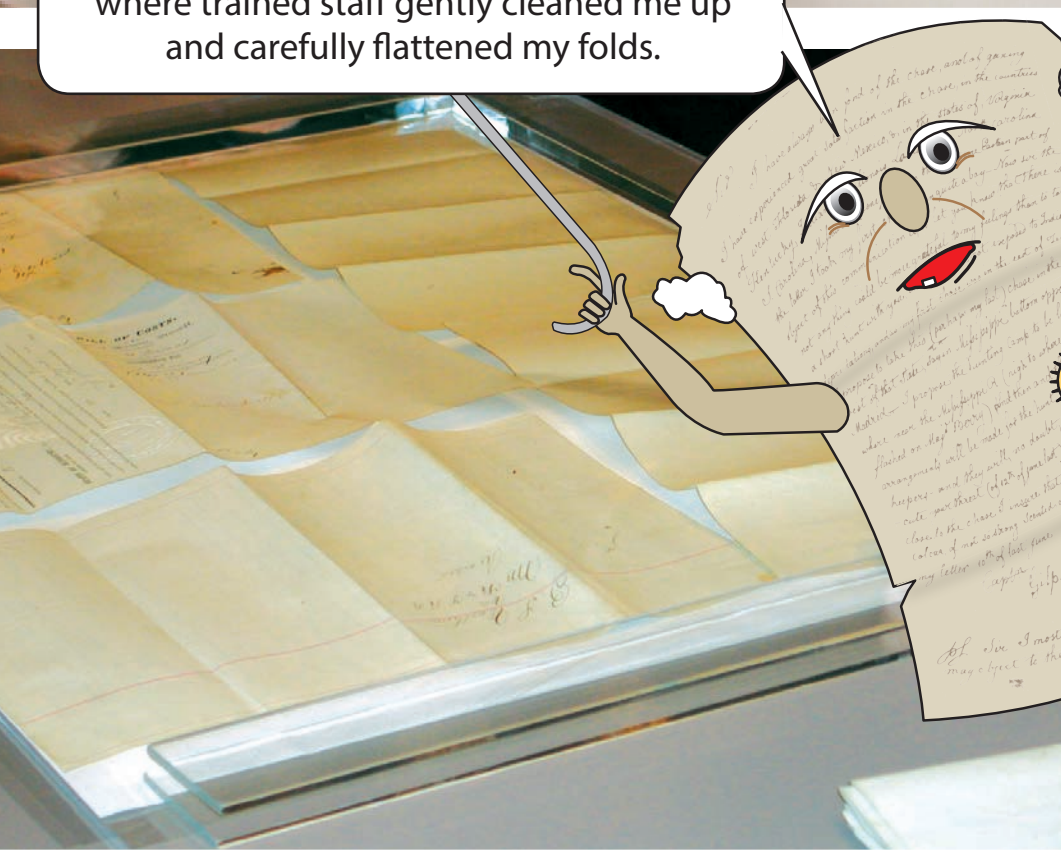
Missouri
State
Archives



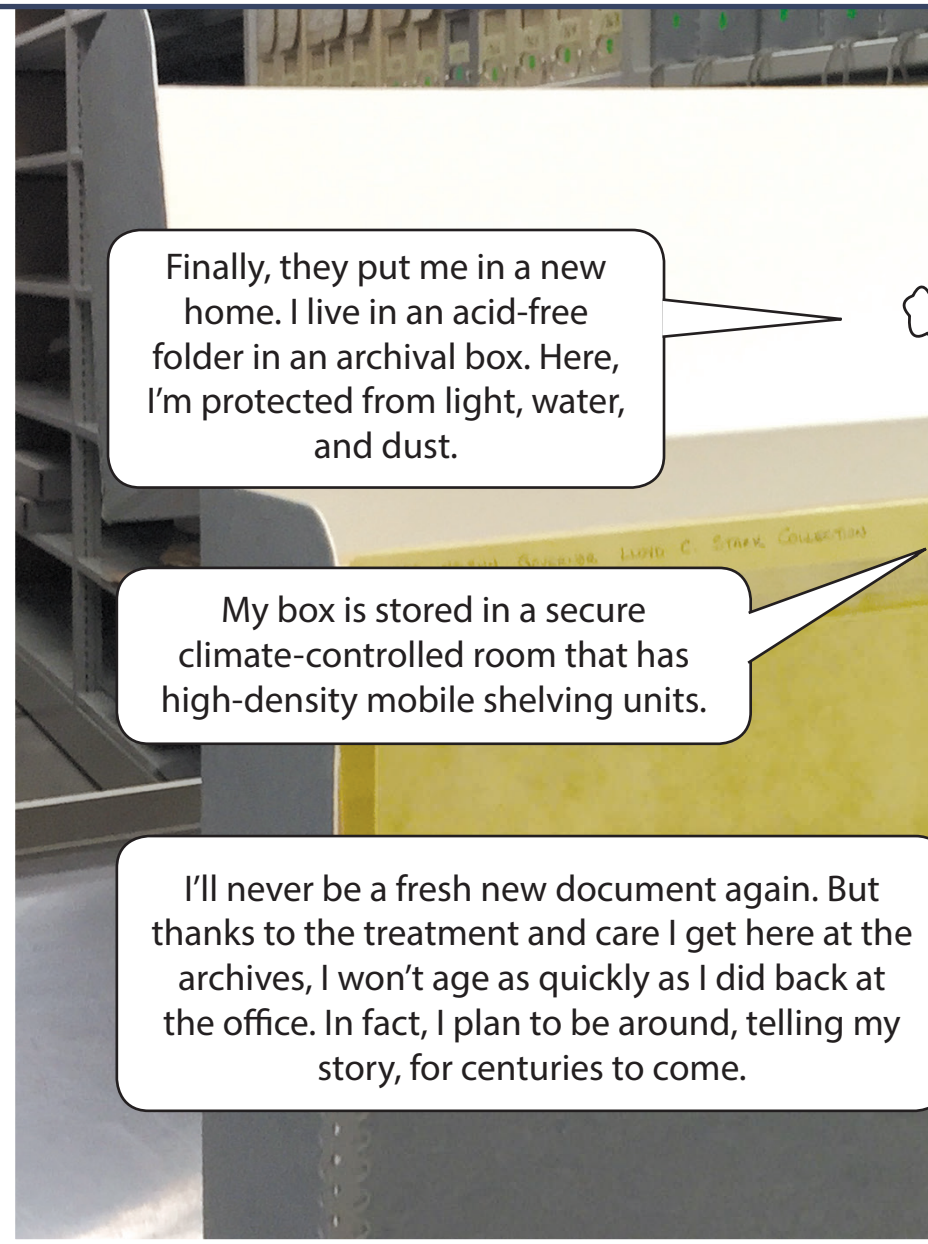
John R. Ashcroft
Secretary of State



But I was lucky. I came to live in an archives where trained staff gently cleaned me up and carefully flattened my folds.



They mended my rips and tears with archival materials. If necessary, these repairs can be undone in the future without causing me any more damage.



Finally, they put me in a new home. I live in an acid-free folder in an archival box. Here, I'm protected from light, water, and dust.

My box is stored in a secure climate-controlled room that has high-density mobile shelving units.

I'll never be a fresh new document again. But thanks to the treatment and care I get here at the archives, I won't age as quickly as I did back at the office. In fact, I plan to be around, telling my story, for centuries to come.

ONLINE SOURCES FOR PRESERVATION INFORMATION

GENERAL INFORMATION

- **Missouri State Archives Conservation Notes**
<https://www.sos.mo.gov/archives/localrecs/conservation>
- **National Archives and Records Administration**
<https://www.archives.gov/preservation>
- **American Institute for Conservation of Historic and Artistic Works**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures>
- **Canadian Conservation Institution Notes**
<http://canada.pch.gc.ca/eng/1439925167385>
- **Conservation Center for Art & Historic Artifacts**
<http://www.ccaha.org/publications>
- **Northeast Document Conservation Center Preservation Leaflets**
<https://www.nedcc.org/free-resources/preservation-leaflets/overview>
- **Smithsonian Museum Conservation Institute**
https://www.si.edu/mci/english/learn_more/taking_care/index.html
- **Library of Congress Collections Care**
<http://www.loc.gov/preservation/care/>
- **University of Illinois at Urbana-Champaign Preservation Self-Assessment Program**
<https://psap.library.illinois.edu/advanced-help>
- **National Park Service Conserv-O-Grams**
https://www.nps.gov/museum/publications/conservoogram/cons_toch.html

CARE OF PAPER DOCUMENTS

- **Missouri State Archives – Storage and Housing of Archival Collections**
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/storage>
- **Northeast Document Conservation Center – Storage Methods and Handling Practices**
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>
- **Northeast Document Conservation Center – Storage Enclosures for Books and Artifacts on Paper**
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.4-storage-enclosures-for-books-and-artifacts-on-paper>
- **Missouri State Archives – Surface Cleaning of Paper**
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/surfacecleaning>
- **Missouri State Archives – Humidification and Flattening of Documents**
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/humidification>
- **American Institute for Conservation – Documents and Art on Paper**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/paper>
- **Canadian Conservation Institute – General Precautions for Storage Areas**
<http://canada.pch.gc.ca/eng/1439925169939>
- **Conservation Center for Art & Historic Artifacts – Collections Housekeeping Guide**
http://ccaaha.org/uploads/media_items/collections-housekeeping-guide.original.pdf
- **National Archives – Storing Family Papers and Photographs**
<https://www.archives.gov/preservation/family-archives/storing>
- **National Archives – Housing Enclosures for Archival Records**
<https://www.archives.gov/preservation/storage/specs-housing-exhibition-2015-current.html>
- **Library of Congress – Care, Handling and Storage of Works on Paper**
<http://www.loc.gov/preservation/care/paper.html>
- **Northeast Document Conservation Center – Storage Solutions for Oversized Paper Artifacts**
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.9-storage-solutions-for-oversized-paper-artifacts>
- **University of Illinois at Urbana-Champaign – Paper and Book**
https://psap.library.illinois.edu/collection-id-guide#paper_book

CARE OF NEWSPAPERS

- **Library of Congress – Preservation Measures for Newspapers**
<http://www.loc.gov/preservation/care/newspap.html>
- **Smithsonian Institution Archives – How Do I Preserve My Newspaper?**
<https://siarchives.si.edu/services/forums/collections-care-guidelines-resources/how-do-i-preserve-my-newspaper>
- **Minnesota Historical Society – Preserving History**
http://www.mnhs.org/preserve/conservation/reports/nytimes_preserving.pdf
- **Wyoming State Library – Care and Handling of Newspapers**
<http://newspapers.wyo.gov/care-handling-of-newspapers>

CARE OF PARCHMENT

- **University of Illinois at Urbana-Champaign – Parchment**
<https://psap.library.illinois.edu/collection-id-guide/parchment>
- **State Library of Queensland – Caring for Your Collections: Parchment Documents**
http://www.slq.qld.gov.au/__data/assets/pdf_file/0006/276234/Caring-for-your-collections-Parchment-documents.pdf

CARE OF BOOKS

- **Missouri State Archives – Care of Scrapbooks**
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/scrapbooks>
- **Cornell University Library – Preserving Books in Your Home Library**
<https://www.library.cornell.edu/preservation/publications/PreservingBooks.pdf>
- **American Institute for Conservation – Caring for Your Treasures: Books**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/books>
- **Conservation Center for Art & Historic Artifacts – Arresting Time: The Preventive Care of Book Collections**
http://www.ccaha.org/uploads/media_items/arresting-time-the-preventive-care-of-book-collections.original.pdf

- **Canadian Conservation Institute – Basic Care of Books**
<http://canada.pch.gc.ca/eng/1439925170679>
- **Library of Congress – Care, Handling and Storage of Books**
<http://www.loc.gov/preservation/care/books.html>
- **National Park Service – How To Care For Bound Archival Materials**
<https://www.nps.gov/museum/publications/conservoogram/19-18.pdf>
- **Northeast Document Conservation Center – Cleaning Books and Shelves**
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.3-cleaning-books-and-shelves>
- **Northeast Document Conservation Center – Storage Methods and Handling Practices**
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.1-storage-methods-and-handling-practices>

CARE OF PHOTOGRAPHS

- **Northeast Document Conservation Center – Care of Photographs**
<https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.3-care-of-photographs>
- **Northeast Document Conservation Center – A Short Guide to Film Base Photographic Materials: Identification, Care and Duplication**
<https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.1-a-short-guide-to-film-base-photographic-materials-identification,-care,-and-duplication>
- **American Institute for Conservation – Caring for Your Treasures: Photographs**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/photographs>
- **Gaylord Archival – Archival Storage of Photographic Materials**
<http://www.gaylord.com/resources/guide-to-collections-care/section-2>
- **Library of Congress – Care, Handling and Storage of Photographs**
<http://www.loc.gov/preservation/care/photolea.html>
- **Canadian Conservation Institute – Care of Encased Photographic Images**
<http://canada.pch.gc.ca/eng/1439925171058>
- **Canadian Conservation Institute – Care of Black-and-White Photographic Prints**
<http://canada.pch.gc.ca/eng/1439925171094>
- **Canadian Conservation Institute – Care of Color Photographic Materials**
<http://canada.pch.gc.ca/eng/1439925171105>
- **Conservation Center for Art & Historic Artifacts – Storing Your Photographic Collection: A Guide to Choosing the Proper Materials for Long-term Storage**
http://www.ccaha.org/uploads/media_items/storing-your-photographic-collection.original.pdf
- **National Archives – Storing Family Papers and Photographs**
<https://www.archives.gov/preservation/family-archives/storing>
- **National Archives – How Do I House Glass Plate Negatives?**
<https://www.archives.gov/preservation/storage/glass-plate-negatives.html>
- **University of Illinois at Urbana-Champaign – Photographic and Image Material**
https://psap.library.illinois.edu/collection-id-guide#photo_image

MATTING AND FRAMING

- **Library of Congress – Preservation Guidelines for Matting and Framing**
<http://www.loc.gov/preservation/care/mat.html>
- **Northeast Document Conservation Center – Matting and Framing for Art and Artifacts on Paper**
<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-art-and-artifacts-on-paper>
- **Northeast Document Conservation Center – How to Do Your Own Matting and Hinging**
<https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.4-how-to-do-your-own-matting-and-hinging>
- **American Institute for Conservation – Matting and Framing Works of Art and Documents on Paper**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/matting-and-framing>
- **Conservation Center for Art & Historic Artifacts – Matting and Framing Specifications for Objects on Paper**
http://ccaaha.org/uploads/media_items/matting-and-framing-specifications-for-objects-on-paper.original.pdf

CARE OF AUDIOVISUAL MATERIALS

- **American Institute for Conservation – Home Videotape**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/home-videotape>
- **National Archives – Motion Picture Film Guidance**
<https://www.archives.gov/preservation/formats/motion-picture-film-toc.html>
- **National Archives – Audio Guidance**
<https://www.archives.gov/preservation/formats/audio-toc.html>
- **National Archives – Video Guidance**
<https://www.archives.gov/preservation/formats/video-toc.html>
- **Library of Congress – Proper Care and Handling of Audiovisual Materials**
<http://www.loc.gov/preservation/care/record.html>
- **Library of Congress – Care, Handling and Storage of Motion Picture Film**
<http://www.loc.gov/preservation/care/film.html>
- **National Park Service – Caring for Cellulose Nitrate Film**
<https://www.nps.gov/museum/publications/conservoogram/14-08.pdf>
- **National Park Service – Cold Storage for Photograph Collections: An Overview**
<https://www.nps.gov/museum/publications/conservoogram/14-10.pdf>
- **National Park Service – Cold Storage for Photograph Collections: Using Individual Freezer Units**
<https://www.nps.gov/museum/publications/conservoogram/14-11.pdf>
- **University of Illinois at Urbana-Champaign – Audiovisual Media**
<https://psap.library.illinois.edu/collection-id-guide#audiovisual>

CARE OF TEXTILES

- **Gaylord Archival – Archival Storage of Textiles**
<http://www.gaylord.com/resources/guide-to-collections-care/section-3>
- **American Institute for Conservation – Caring for Your Treasures: Textiles**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/textiles>
- **Canadian Conservation Institute – Textiles and the Environment**
<http://canada.pch.gc.ca/eng/1439925170741>
- **Canadian Conservation Institute – Flat Storage for Textiles**
<http://canada.pch.gc.ca/eng/1439925170747>
- **Canadian Conservation Institute – Rolled Storage for Textiles**
<http://canada.pch.gc.ca/eng/1439925170759>
- **Smithsonian Museum Conservation Institute – Stain Removal from Textiles**
https://www.si.edu/mci/english/learn_more/taking_care/stains.html
- **Smithsonian Museum Conservation Institute – How to Handle Antique Textiles and Costumes**
https://www.si.edu/mci/english/learn_more/taking_care/handletex.html
- **National Park Service – Storage Techniques for Hanging Garments: Padded Hangers**
<https://www.nps.gov/museum/publications/conservoogram/04-05.pdf>
- **National Park Service – Dry Cleaning Museum Textiles**
<https://www.nps.gov/museum/publications/conservoogram/16-02.pdf>
- **National Park Service – Flag Rolling and Storage**
<https://www.nps.gov/museum/publications/conservoogram/16-05.pdf>
- **Minnesota Historical Society – Preserving Historic Quilts**
<http://www2.mnhs.org/about/publications/techtalk/TechTalkSeptember1997.pdf>
- **Michigan State University Museum – Quilt Care**
<http://museum.msu.edu/glqc/quiltcare.html>

CARE OF CERAMICS AND GLASS OBJECTS

- **American Institute for Conservation – Caring for Your Treasures: Ceramic and Glass Objects**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/glass-and-ceramics>
- **Canadian Conservation Institute – Care of Ceramics and Glass**
<http://canada.pch.gc.ca/eng/1439925170205>
- **University of Illinois at Urbana-Champaign – Ceramic**
<https://psap.library.illinois.edu/advanced-help/advhelpp-ceramics>
- **University of Illinois at Urbana-Champaign – Glass**
<https://psap.library.illinois.edu/advanced-help/advhelpp-glass>
- **University of Illinois at Urbana-Champaign – Object Materials**
<https://psap.library.illinois.edu/collection-id-guide/objectmaterials#ceramic>

CARE OF FURNITURE AND WOODEN OBJECTS

- **American Institute for Conservation – Caring for Your Treasures: Furniture**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/furniture>
- **Canadian Conservation Institute – Care of Furniture Finishes**
<http://canada.pch.gc.ca/eng/1439925170299>
- **Smithsonian Museum Conservation Institute – Furniture Care and Handling**
https://www.si.edu/mci/downloads/taking_care/MCIFurnitureCare.pdf
- **Smithsonian Museum Conservation Institute – Preserving and Restoring Furniture Coatings**
https://www.si.edu/mci/downloads/taking_care/MCIFurnitureCoating.pdf

CARE OF METAL OBJECTS

- **American Institute for Conservation – Caring for Your Treasures: Metal Objects**
<http://www.conservation-us.org/about-conservation/caring-for-your-treasures/metal-objects>
- **Canadian Conservation Institute – Storage of Metals**
<http://canada.pch.gc.ca/eng/1439925170350>
- **Canadian Conservation Institute – Basic Care of Coins, Medals and Medallic Art**
<http://canada.pch.gc.ca/eng/1439925170372>
- **Canadian Conservation Institute – Silver – Care and Tarnish Removal**
<http://canada.pch.gc.ca/eng/1439925170396>
- **University of Illinois at Urbana-Champaign – Object Materials**
<https://psap.library.illinois.edu/collection-id-guide/objectmaterials#ceramic>

STORAGE ENVIRONMENT

- **Northeast Document Conservation Center – Temperature, Relative Humidity, Light and Air Quality: Basic Guidelines for Preservation**
<https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.1-temperature,-relative-humidity,-light,-and-air-quality-basic-guidelines-for-preservation>
- **Northeast Document Conservation Center – Monitoring Temperature and Relative Humidity**
<https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.2-monitoring-temperature-and-relative-humidity>
- **Conservation Center for Art & Historic Artifacts – Lower-Cost Environmental Datalogger Quick Comparison Chart**
http://ccaaha.org/uploads/media_items/2017-datalogger-comparisons.original.pdf
- **Northeast Document Conservation Center – Protection from Light Damage**
<https://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.4-protection-from-light-damage>
- **National Park Service – Choosing UV-Filtering Window Films**
<https://www.nps.gov/museum/publications/conservoogram/03-10.pdf>
- **Canadian Conservation Institute – Ultraviolet Filters**
<http://canada.pch.gc.ca/eng/1439925170062>

TIME CAPSULES

- **Canadian Conservation Institute – Time Capsules**
<http://canada.pch.gc.ca/eng/1439925169989>
- **Smithsonian Museum Conservation Institute – Time Capsules**
https://www.si.edu/mci/english/learn_more/taking_care/timecaps.html

FINDING AND SELECTING A CONSERVATOR

- **American Institute for Conservation – How to Choose a Conservator**
<http://www.conservation-us.org/about-conservation/how-to-choose#.WXCx74jvymY>
- **Northeast Document Conservation Center – Choosing and Working with a Conservator**
<https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.7-choosing-and-working-with-a-conservator>

DISASTER PLANNING

- **Northeast Document Conservation Center – An Introduction to Fire Detection, Alarm and Automatic Fire Sprinklers**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.2-an-introduction-to-fire-detection,-alarm,-and-automatic-fire-sprinklers>
- **Northeast Document Conservation Center – Disaster Planning**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.3-disaster-planning>

DISASTER RECOVERY

- **Northeast Document Conservation Center – Emergency Salvage of Wet Books and Records**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.6-emergency-salvage-of-wet-books-and-records>
- **Northeast Document Conservation Center – Emergency Salvage of Wet Photographs**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.7-emergency-salvage-of-wet-photographs>
- **Northeast Document Conservation Center – Freezing and Drying Wet Books and Records**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.12-freezing-and-drying-wet-books-and-records>
- **Conservation Center for Art & Historic Artifacts – Salvaging Art on Paper**
http://www.ccaha.org/uploads/media_items/technical-bulletin-salvaging-art-on-paper.original.pdf
- **Conservation Center for Art & Historic Artifacts – Salvaging Photograph Collections**
http://www.ccaha.org/uploads/media_items/technical-bulletin-salvaging-photographs.original.pdf
- **Conservation Center for Art & Historic Artifacts – Salvaging Books**
http://www.ccaha.org/uploads/media_items/technical-bulletin-salvaging-books.original.pdf
- **Library of Congress – What to Do if Collections Get Wet**
<http://www.loc.gov/preservation/emergprep/dry.html>

MOLD

- **Conservation Center for Art & Historic Artifacts – Managing a Mold Invasion: Guidelines for Disaster Response**
http://www.ccaha.org/uploads/media_items/managing-a-mold-invasion-guidelines-for-disaster-response.original.pdf
- **Northeast Document Conservation Center – Emergency Salvage of Moldy Books and Paper**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.8-emergency-salvage-of-moldy-books-and-paper>
- **National Park Service – Mold: Prevention of Growth in Museum Collections**
<https://www.nps.gov/museum/publications/conservoogram/03-04.pdf>
- **Solinet Preservation Program – Invasion of the Giant Mold Spore**
<http://cool.conservation-us.org/byauth/nyberg/spore.html>

INTEGRATED PEST MANAGEMENT

- **Missouri State Archives – Integrated Pest Management**
<https://www.sos.mo.gov/archives/localrecs/conservation/notes/pestmanagement>
- **Smithsonian Museum Conservation Institute – Integrated Pest Management**
<https://www.si.edu/mci/downloads/articles/pests9.pdf>
- **Canadian Conservation Institute – Preventing Infestations: Control Strategies and Detection Methods**
<http://canada.pch.gc.ca/eng/1439925170131>
- **Northeast Document Conservation Center – Integrated Pest Management**
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.10-integrated-pest-management>

FOR FURTHER INFORMATION

The staff of the Missouri State Archives' Local Records Program is available to provide additional guidance and support. Contact them at (573) 751-9047 or local.records@sos.mo.gov. A list of vendors providing preservation-related supplies and services in Missouri is also available at www.sos.mo.gov/CMSImages/LocalRecords/Vendors_Information.pdf.

The Missouri Secretary of State and employees of the Office of the Missouri Secretary of State cannot be held responsible for interpretation errors or negligence resulting in damage to cultural property or health risks.