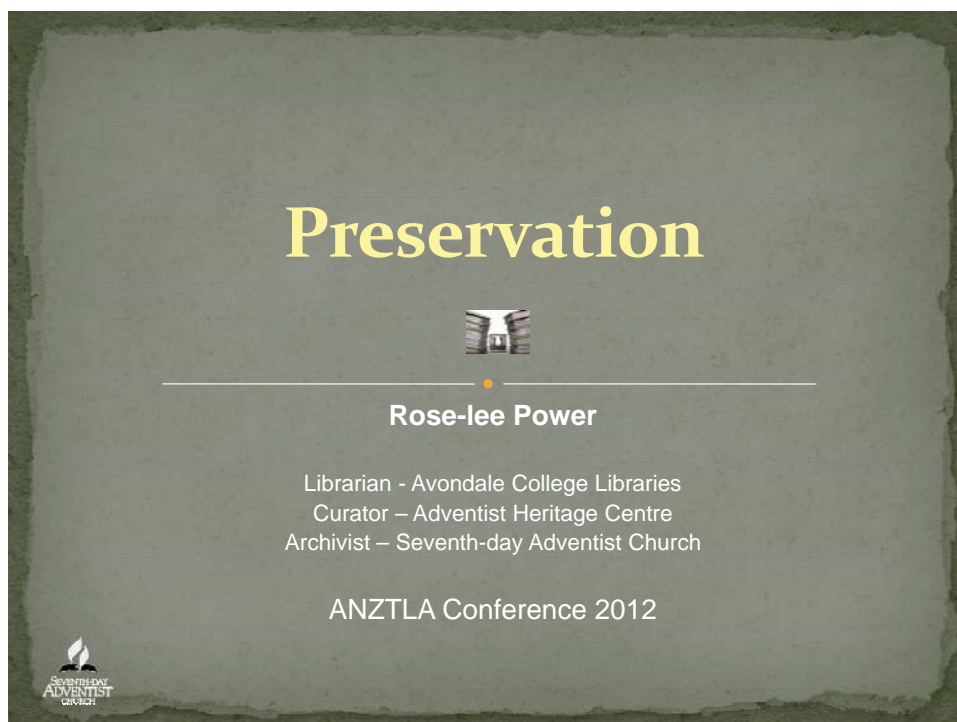


# Preservation

*by Rose-Lee Power, Curator, Adventist Heritage Centre,  
South Sea Islands Museum, Cooranbong, NSW*



## Existing and Incoming - where to begin?



## Approaches to Preservation

1. Do nothing and keep - as it arrives
2. Minimise further deterioration
3. Format shift (e.g. electronic file)
4. Restore the item to look like new

Options 1 to 3 can be economical

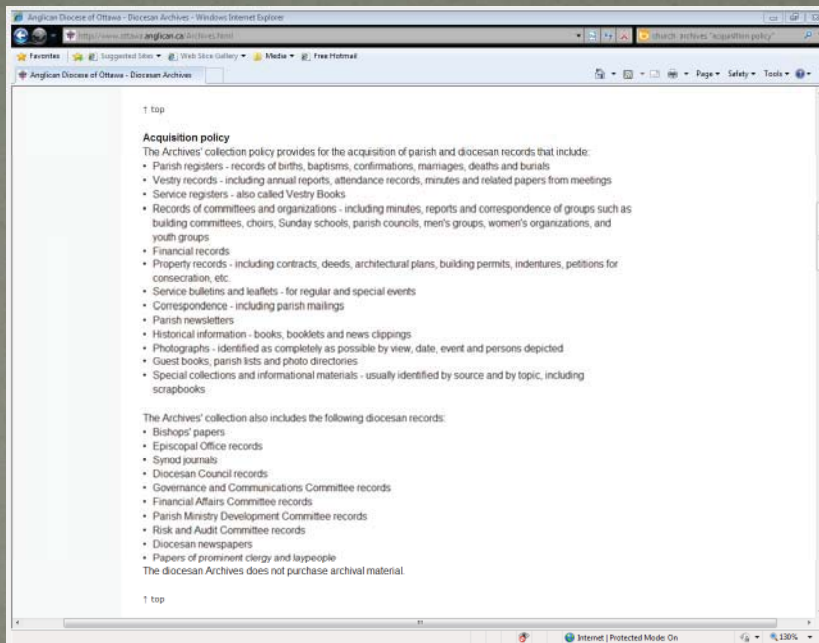


# What is valuable or worthless?

## Archives Policy

This should include:

- Acquisition Statement.
- Access Policy.
- Procedures for acquiring, organising, handling, reformatting, and storing items.
- Loaning, copying, publishing, etc.
- Refusing records and a disposal schedule
- Forms, e.g. donation form, access form. etc.



See: <http://www.ottawa.anglican.ca/archives.html>



## Appraisal - Enduring Value

### Financial Records

- Audit reports
- Final budgets
- Financial reports
- Significant expenditure and income
- Minutes, etc.

Refer to - Retention and Disposal Schedule



## Appraisal - Enduring Value

### Administrative Records

- Policy files
- Statements of function
- Organisational charts
- Name-based records. i.e. staff lists
- Minutes of meetings
- Reports, i.e. annual reports
- Building plans
- Regulations
- Procedures, Etc.

### Legal Records

- Contracts
- Leases
- Significant agreements
- Etc.





# State Records NSW



See: <http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/rules/general-retention-and-disposal-and/or/records-administrative-records-part-1-the-general-retention-and-disposal-part-1-requirements> then scroll down



## Example of part of a Retention and Disposal Schedule

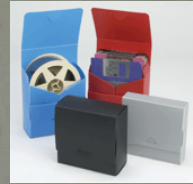
Class	Function Activity/ Process	Description / disposal class	Retention Period	Disposal Action Status	Disposal Action Custody
5.1.0	Accounting	Activity: Collecting, recording, classifying, summarizing and analyzing information on <u>financial transactions</u> ; and subsequently on the financial position and operating results of the church/organization			
5.1.1		Principal accounting records and associated supporting records related to managing <u>revenue and expenditure</u> . This includes: Accounts payable Accounts receivable Bills of exchange Cash books, Credit notices Expense claims reports General debtors files General reconciliation records Journals Ledgers & other records of prime entry Orders for the payment of money Payroll incl. timecards, leave, etc.] Petty cash records Promissory notes Receipts Sales and purchase invoices Trial balances	Temporary	1yr office; 6 yrs records room; destroy after 7yrs NSW, Vic:  Destroy 7 years after the completion of the financial year in which the record was created	Print: NSW, Vic: hold until designated destruction date.  Electronic: NSW, Vic: Maintain in readable format until destruction date.



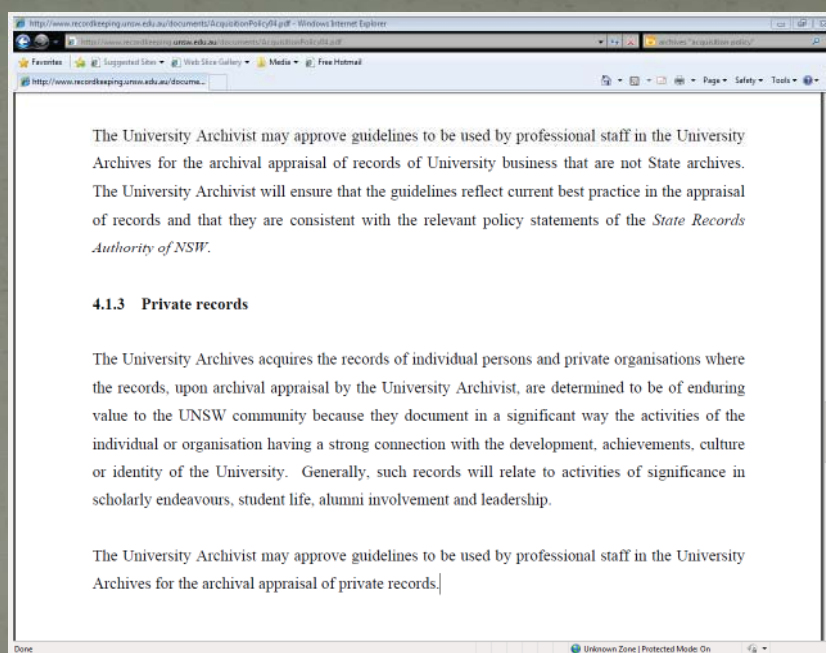
# Appraisal - Enduring Value

## Personal Records

- Diaries, letters, postcards
- Photographs, films, etc.
- Artworks, artefacts
- Books with significant author signature
- Sermon notes, etc.



Refer to – Acquisition Statement  
Retention and Disposal Schedule



See: <http://www.recordkeeping.unsw.edu.au/documents/AcquisitionPolicy04.pdf>



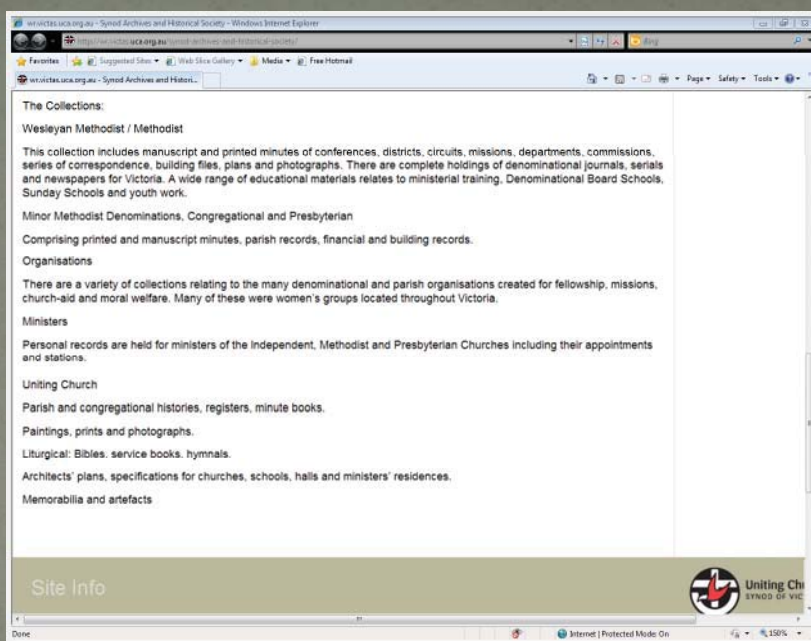
# Appraisal - Enduring Value

## Church Records

- Significant church programs
- Photographs, artworks, & artefacts
- Minute books, registers, etc.
- Certificates, newspaper cuttings, etc.
- Journals, pamphlets, books, etc.



Refer to – Acquisition Statement  
Retention and Disposal Schedule

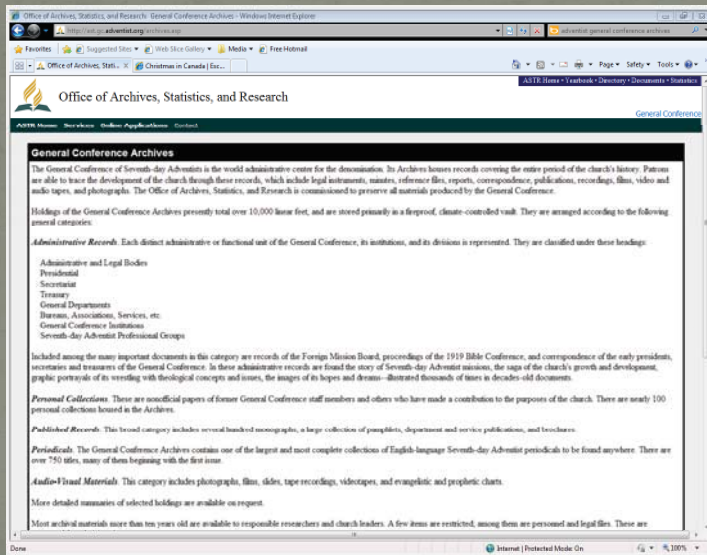


See: <http://wr.victas.uca.org.au/synod-archives-and-historical-society/>





# Abide by Head Office Rules!



See: <http://ast.gc.adventist.org/archives.asp>

The screenshot shows a PDF document titled 'GC Basic Retention Schedule -- 3'. The document contains a table with the following data:

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Corporate Papers	L	--	C	--
Corporation/Association Minutes	10	--	P	--
Property Records	L+2	--	P	--
Contracts, Construction	L	7	P	--
<b>STATISTICAL RECORDS</b>				
Field Reports (Forms S-3 and S-4)	2	0	P	--

See & scroll down: [http://ast.gc.adventist.org/records\\_retention\\_schedule.pdf](http://ast.gc.adventist.org/records_retention_schedule.pdf)



## Refusing & Discarding Records

### Reasons can be:

- Involves minor administrative matters
- Does not meet your acquisition policy
- Not suitable for your archives
- Poor physical collection
- Difficult electronic format
- Too costly to keep
- Duplicate



Utilise - Archives/Acquisition Policy  
Retention and Disposal Schedule  
Donation form



## Donation Form

- Header – who you are.
- Space for the donor/s – title, name and contact details.
- Description of item/s being given.
- Copyright transfer.
- I declare that:
  - I am the sole owner of the listed items;*
  - Have entered into this donation of my own free will;*
  - Assign all copyright and intellectual property to...;*
  - Assign the right to determine access to the donated items to ...*
- Internal procedures:
  - Passed to the Archivist by \_\_\_\_\_ Date \_\_\_\_\_
  - Passed to \_\_\_\_\_ for accessioning Date \_\_\_\_\_
  - Acknowledged by \_\_\_\_\_ Date \_\_\_\_\_



## Adventist Heritage Centre & South Sea Island Museum - Donation Form

Thank you for your donation

Donations to the Centre are welcomed and are a valued source of materials for augmenting and enriching the collections. They are accepted on the understanding that they will be assessed in accordance with the Centre's Collection Management Policy.

It is understood that the donated items/collection will be kept intact, carry the name of the donor, and become the property of the Adventist Heritage Centre to manage as a permanent collection if they are selected/archived by the Centre. Public release and copyright clearance will become the responsibility of the new owner, the Adventist Heritage Centre.

If you require the items to be returned to you if they are not needed - please tick here:

Alternatively items not selected for inclusion in the Adventist Heritage Centre and South Sea Island Collections, will be offered to: Andrews University - Adventist Research Centre, Avondale College Libraries, EG White/Adventist Research Centre, SAIL - other academic libraries within the South Pacific Division, Avondale College of Higher Education staff and students, or discarded.

Would you like a nameplate in the book? Yes \_\_\_ No \_\_\_

Would you like your name in the catalogue? Yes \_\_\_ No \_\_\_

Your generosity is greatly appreciated, thank you.

Title:  Mr  Mrs  Ms  Pr  Dr  Other \_\_\_\_\_ Phone : \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Emails: \_\_\_\_\_

### Library use only:

Date Accepted: \_\_\_\_\_ Acknowledgement letter sent: \_\_\_\_\_

Notes: \_\_\_\_\_ PTO



## Format Shifting?

This is a decision that must be made for all archives

### Remember:

- Legally some records must be kept in original format - you can make a copy but the original must also be kept.
- The life of media is limited, i.e. CD?, audio?, 16mm film?
- Can you support/read the format in 1, 2, 5, 10 yrs. time?
- Appropriate storage conditions is critical to longevity
- Copyright

We keep what we can in original format including the reformatted version. Digital photographs we store on a dedicated hard drive with a dedicated backup.

This is a large subject and everyone has their own opinion!



## Physical Storage

Buffers and protects - documents, artefacts, textiles, records, photographs, etc. from environmental contaminants (e.g. light, dust, temperature extremes, etc.).



## Boxes

- Corrugated blue/grey
- Gallivant board
- Polypropylene



Use for - documents, cards, LPs, videos, registers, textiles, films, books, and objects.





## Etha Foam

This is a rigid, medium-density closed cell foam that does not out-gas.

Use for - cushioning and supporting objects. We carve this with a sharp knife.



## Archival Folders

- Archival manila folders  
Use for - filing documents
- Document wallets  
Use for - filing documents and small papers
- Archival envelopes  
Use for - holding documents, papers, etc.





## Tissue Paper

### Un-buffered tissue

Use for - wrapping objects and textiles (including silk & wool).  
support clothing, baskets, etc.

### Buffered tissue

Only use - for wrapping or interweaving paper-based materials.



## Tyvek

This is a type of spun bonded cloth which is inert, gas permeable, non-abrasive, dust and waterproof.

Use for - wrapping objects that need something stronger than tissue to house them in. Tie with cotton tape.

*Alternative - cotton cloth*



## Mylar

This is a clear plastic that is a versatile inert material.

Use for - wrapping books, paintings (not charcoal, pastel or similar mediums), encapsulating documents, posters, etc.



## Polyethylene Bubble Wrap

This is an archival inert polyethylene wrap.

Use for - transporting and storage items.

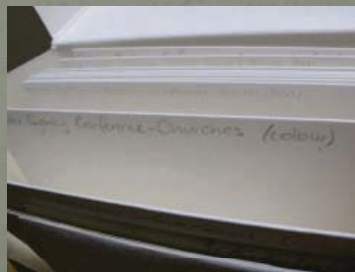


## Photographs

We began with large envelopes within document boxes.

Black & white prints were separated from colour prints.

Slides were kept in their original containers where possible.



## Photographs

We moved to: polypropylene photo storage albums with sleeves.

Advantage - users do not need to wear gloves to view the photographs.

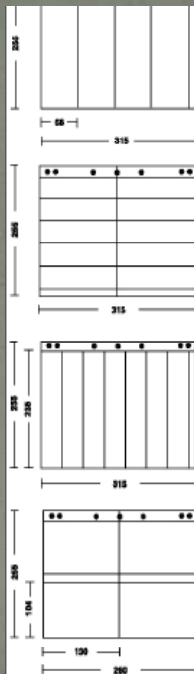
Scanning - we simply slip a long piece of acid free paper in as a marker to identify what needs scanning.



Wear gloves to avoid skin contact with photographs, slides, etc.







**120 Negative Page, each page holds 12 negatives, cut in strips of 3**  
 Slots provided for tabs to record photo information  
 Clear Page, 60 micron, tab insert, side opening.....Code 120NEG  
 Clear Page, Pack of 25, 60 micron, tab insert, side opening..... Code 120NEG-25  
 Clear Page, Pack of 100, 60 micron, tab insert, side opening..... Code 120NEG-100  
 Clear Page, Each, 90 micron, tab insert, side opening..... Code 120NEG-90

**35mm Negative Page, each page holds 40 negatives, cut in strips of 4**  
 Slots provided for tabs to record photo information  
 Clear Page, 60 micron, tab insert, side opening..... Code 35NEG4  
 Clear Page, Pack of 25, 60 micron, tab insert, side opening..... Code 35X4-25  
 Clear Page, Pack of 100, 60 micron, tab insert, side opening..... Code 35X4-100

**35mm Page, each page holds 42 negatives, cut in strips of 6**  
 Slots provided for tabs to record photo information  
 Clear Page, 60 micron, tab insert, side opening..... Code 35NEG6  
 Clear Page, Pack of 25, 60 micron, tab insert, side opening..... Code 35X6-25  
 Clear Page, Pack of 100, 60 micron, tab insert, side opening..... Code 35X6-100

**5" x 4" Page, each page holds 4 negatives**  
 Slots provided for tabs to record photo information  
 Clear Page, 60 micron, tab insert, top opening.....Code 5X4  
 Clear Page, Pack of 25, 60 micron, tab insert, top opening..... Code 5X4-25  
 Clear Page, Pack of 100, 60 micron, tab insert, top opening.....Code 5X4-100

**ALBOX**



## Art Works, Pictures, Plans, etc.

We use 3 methods:

- Wall hanging
- Plan cabinets – Mylar sleeve / wrapped or acid free cardboard folder
- Boxed – wrapped and supported
- Roll – interweave with tissue/cloth





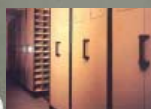
## Preservation Problems

- Poor storage and dust
- Building challenges
- Mould outbreaks
- Vermin attacks
- Water leaks
- Light exposure
- Old adhesives
- Electrical interference
- Staples, metal rings, etc.
- Cataloguing
- Display challenges
- Security



## Poor Storage & Dust

	Use	Avoid
Shelving	Metal	Wood MDF Plastic
Boxes	Acid free or Polypropylene sleeve inserts	Plastic Foam
Sleeves	Archive quality	Plastic
Rolls	Archive quality	Cover others rolls with Mylar before using



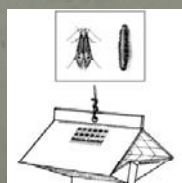
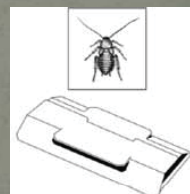
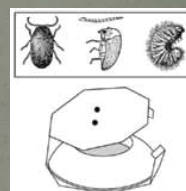
## Mould

- Needs specific conditions to grow.
- Can be spread by air movement.
- Is difficult to eradicate.
- Treat immediately
- Use masks, gloves, etc.
- Bag suspect items until you have time to treat it.



## Vermin

- Bag suspect material on arrival
- Use sticky baits and traps
- Keep area clean & no eating food
- Keep your eyes open at all times



## Water and Moisture

- Monitor temperature and humidity
- Avoid any liquids being used in area
- Ensure the building does not leak
- Deal with water leaks immediately



## Light

- Avoid sunlight
- Use UV film over windows
- Review amount of electrical lighting
- Reduce light exposure time
- Fire retardant /block out curtains





# Adhesives

## Use –

- Safe adhesives, i.e., wheat starch
- Archival approved tapes
- Talc powder to cover sticky residues

## Do not use –

- Office sticky tape, contact, or laminating
- Avoid using super glue and the like

## Remove –

- Photos from sticky albums



### archival packaging

#### Polyfoam®

Inert polyethylene foam is a versatile packing material used for the wrapping of objects and lining of boxes and shelves etc. Provides cushioning for fragile items during transportation and storage.

Range	Pk	Price ex GST
FILPEOAM1 Polyethylene foam, 1200mm x 100m roll, 1mm thick	1	\$99.00
FILPEOAM2 Polyethylene foam, 1200mm x 100m roll, 2mm thick	1	\$154.00
FILPEOAM4 Polyethylene foam, 1200mm x 100m roll, 4mm thick	1	\$243.00

#### Bubble Wrap

Inert polyethylene bubble wrap provides cushioning for items during transportation and storage.

Range	Pk	Price ex GST
FLBLBWRAP10 1500mm x 100m roll, 10mm bubble	1	\$122.00
FLBLBWRAP20 1500mm x 100m roll, 20mm bubble	1	\$130.00

Example of pages within the 2010 Archival Survival Catalogue.

### Special Boxes for Special Collections

Did you know we make boxes for non-standard items?

Our computerised box-making machine makes it easier than ever to produce high quality customised boxes for special collections or individual items. With a large range of box styles already available, we can quickly and economically produce custom-fitting containers such as:

- Clamshell boxes for rare books
- Large boxes for oversized items
- Compartmentalized boxes and trays for mixed collections

For further information or a no-obligation quote, contact us on:  
Tel: 1300 78 11 99 or Email: [info@archivalsurvival.com.au](mailto:info@archivalsurvival.com.au)

### archival tapes

#### 3M Double Sided Tape

This consistent high quality range of 3M pH neutral double-sided tapes is essential for professional results when encapsulating documents using polyester sheets. Passes the FAT.

Range	Pk	Price ex GST
TAP3M06 3M #415 neutral pH adhesive, 6mmx33m roll (1/4" width)	1	\$21.00
TAP3M12 3M #415 neutral pH adhesive, 12mmx33m roll (1/2" width)	1	\$31.00
TAP3M19 3M #415 neutral pH adhesive, 20mmx33m roll (3/4" width)	1	\$39.00
TAP3M25 3M #415 neutral pH adhesive, 25mmx33m roll (1" width)	1	\$41.00

#### Neschen Filmoplast® Tapes

The Neschen range of acid-free, alkaline buffered tapes are suitable for document repair, book repair and for hinging/binding making. Self-adhesive tapes are reversible with solvents. However it is recommended that a professional conservator be consulted prior to undertaking repairs to original material. Other Filmoplast products are available on request.

Range	Pk	Price ex GST
TAPFILP P tape for document repair & hinging, 20mmx50m roll, clear	1	\$19.95
TAPFILP90 P90 tape 20mmx50m roll, white	1	\$19.95
TAPFILSAL Self adhesive linen tape 30mmx25m roll, white	1	\$29.95
TAPFILR20 Filmoplast R heat-set tissue, 20mmx50m roll	1	\$19.95
TAPFILR31 Filmoplast R heat-set tissue, 310mmx50m roll	1	\$195.00
TAPFILR62 Filmoplast R heat-set tissue, 620mmx50m roll	1	\$395.95
TAPFILP40 Filmoplast P tape, 40mmx50m roll	1	\$27.95
TAPFILP90-40 Filmoplast P90 tape, 40mmx50m roll	1	\$27.95



3M Double Sided Tape      Filmoplast P and P90 Tapes      Benchmark Polyethylene Strapping



## Electrical Interference

- **Store in –**  
Appropriate cases/boxes
- **Do not store near -**  
Speakers  
Computers  
Electrical items



## Staples, Paper clips, Metal rings, etc.

- **Replace** - metal staples, paper clips, clips, etc. with archive quality substitutes
- **Remove** - items from metal ring binders



## Cataloguing

- Software possibilities are endless.  
We use Inmagic Db/TextWorks
- Cheaper alternatives are:
  - ❖ Heritage Document Management System or HDMS  
— [www.esrc.unimelb.edu.au/hdms/index.html](http://www.esrc.unimelb.edu.au/hdms/index.html)
  - ❖ Tabularium  
— <http://tabularium.records.new.gov.au>

\* *Filing - Libraries use subjects*

*Archives use provenance and material type*



## Cataloguing

**Include as much information as is possible -**

- Date received
- Received from – Donor, institution, dept.
- Basic bibliographic information
- Size, made of,
- Condition, repairs
- Unique number, e.g. Artefacts 2012-32
- Security clearance, Etc.



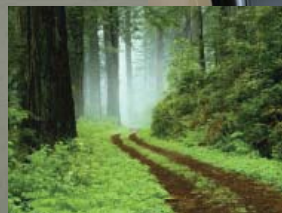
## Display Challenges

- Picture frames
- Glass cases
- Wall mounted
- Free standing



## Security

- Lock up what you can
- Cover items
- Mark all items, e.g. 101/12, 2009-235
- Attach invisibly with wire or screws
- Keep a log of who uses what when





## Useful Print Resources

1. **Fungal Facts** by Mary-Lou E. Florian. London: Archetype Publications, 2002. 146pages ISBN 10873132-63-8
2. **Museum methods: A practical manual for managing small museums and galleries.** Canberra: Museums Australia, 2002. Large ring binder ISBN 0-9580290-0-8
3. **Be prepared: Guidelines for small museums for writing a disaster preparedness plan.** Now available on the web.
4. **Exhibitions: A practical guide for small museums and galleries** by Georgia Rouette. Carlton South, Vic.: Museums Australia (Victoria), 2007. 133pages
5. **Significance 2.0: A guide to assessing the significance of collections** by Roslyn Russel and Kylie Winkworth. Collections Council of Australia, 2009. Now available on the web.
6. **Keep it for the future! How to set up small community archives.** Canberra: National Archives of Australia, 2007. 64pages ISBN 978-1-920807-52-8
7. **Caring for your family treasures: A concise guide to caring for your cherished belongings** by Heritage Preservation. New York: Harry N. Abrams, 2000.



## Preservation Supplies

- **Albox – boxes, sleeves, etc.**  
<http://www.albox.com.au/>
- **Archival Survival – wide range**  
<http://www.archivalsurvival.com.au>
- **Raeco – limited range**  
<http://www.raeco.com.au/>
- **Preservation Australia – wide range**  
<http://www.preservationaustralia.com.au/>
- **Conservation Resources – wide range**  
<http://www.conservationresources.com.au/html/home/products/>
- **Craft shops – sometimes have acid free items**  
Local or via the web
- **Paper suppliers – Acid free photocopy paper**  
Choose photocopy suppliers





Example page from an Albox Catalogue.

**● ACID FREE**  
**● METAL FREE**  
**● ADHESIVE FREE**

**ALBOX AUSTRALIA PTY LTD**

Click on Comment and Share to create, mark-up and send PDF files.

Fax: 08 8362 4060  
Email: albox@albox.com.au  
www.albox.com.au

**PhotoSafe Albums & Pages**

**ALBUMS**

**Binder 25mm spine with slip on cover**  
Album size 295W x 320H, 3 nylon rings  
Holds Negative, Disk, Slide & Photo Pages (up to 9"x12")  
3 Colours (Codes) - Black (25SDBLK),  
Charcoal Grey (25SBCGY), Oxford Blue (25SDBLU)

**Binder 40mm spine with slip on cover**  
Album size 295W x 320H, 3 nylon rings  
Holds Negative, Disk, Slide & Photo Pages (up to 9"x12")  
4 Colours (Codes) - Black (40SDBLK),  
Charcoal Grey (40SBCGY), Grey (40BSCGRY),  
Oxford Blue (40SDBLU)

**Binder A3 40mm spine with slip on cover**  
Holds Photo Pages (up to A3, 12" x 18"), 3 nylon rings  
1 Colour (Code) - Black (A3SDBLK)

**ALBUM PACKS**

**200 PACK**  
Binder 25mm spine 295W x 320H, 3 nylon rings with slip on cover  
Holds 200 6" x 4" photos (25 pages each holds 8 photos)  
3 Tabs sheets for recording photo information  
3 Colours (Codes) - Black (200BLK), Charcoal Grey (200CHGY),  
Oxford Blue (200BLU)

**300 PACK**  
Binder 40mm spine 295W x 320H, 3 nylon rings with slip on cover  
Holds 304 6" x 4" photos (38 pages each holds 8 photos)  
3 Tabs sheets for recording photo information  
4 Colours (Codes) - Black (300BLK), Charcoal Grey (300CHGY),  
Grey (300GRY), Oxford Blue (300BLU)

**HOME ARCHIVE - Starter Pack for Family Historians**  
Binder 40mm spine 295W x 320H, 3 nylon rings with slip on cover  
Holds 10 6" x 4" photo pages, 2 35mm Negative pages  
5 9" x 12" pages with white acid free board insert  
1 Tabs sheet for recording photo information  
4 Colours (Codes) - Black (H4BLK), Charcoal Grey (H4CHGRY),  
Grey (H4GRY), Oxford Blue (H4BLU)

**144 Album**  
Convenient Compact Size 185W x 255H x 25mm spine  
Holds 144 6" x 4" photos (38 fixed pages each holds 4 photos)  
Tabs sheets for recording photo information  
3 Colours (Codes) - Black (144BLACK), Navy (144NAVY), Burgundy (144BURG)

**PROOF ALBUMS**  
Polypropylene Album 115W x 170H x 12mm spine  
Holds 28 6" x 4" fixed pages  
1 Colour (Code) - Black (PROOFx4)

Customised Proof Albums 6x4, 6x7 and other formats with optional foil or screen printing are available on request.

5 PP



## Other Sources

- National Film and Archives
- National Library of Australia
- State Libraries
- State and Local Museums
- Local archivists, conservators, etc.
- Australian Archives Association



## Contact Information

**Rose-lee Power**

Email: [heritage@avondale.edu.au](mailto:heritage@avondale.edu.au)

[www.heritage.adventistconnect.org.au](http://www.heritage.adventistconnect.org.au)

[www.ssim.adventistconnect.org.au](http://www.ssim.adventistconnect.org.au)

[www.avondale.edu.au/library](http://www.avondale.edu.au/library)



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