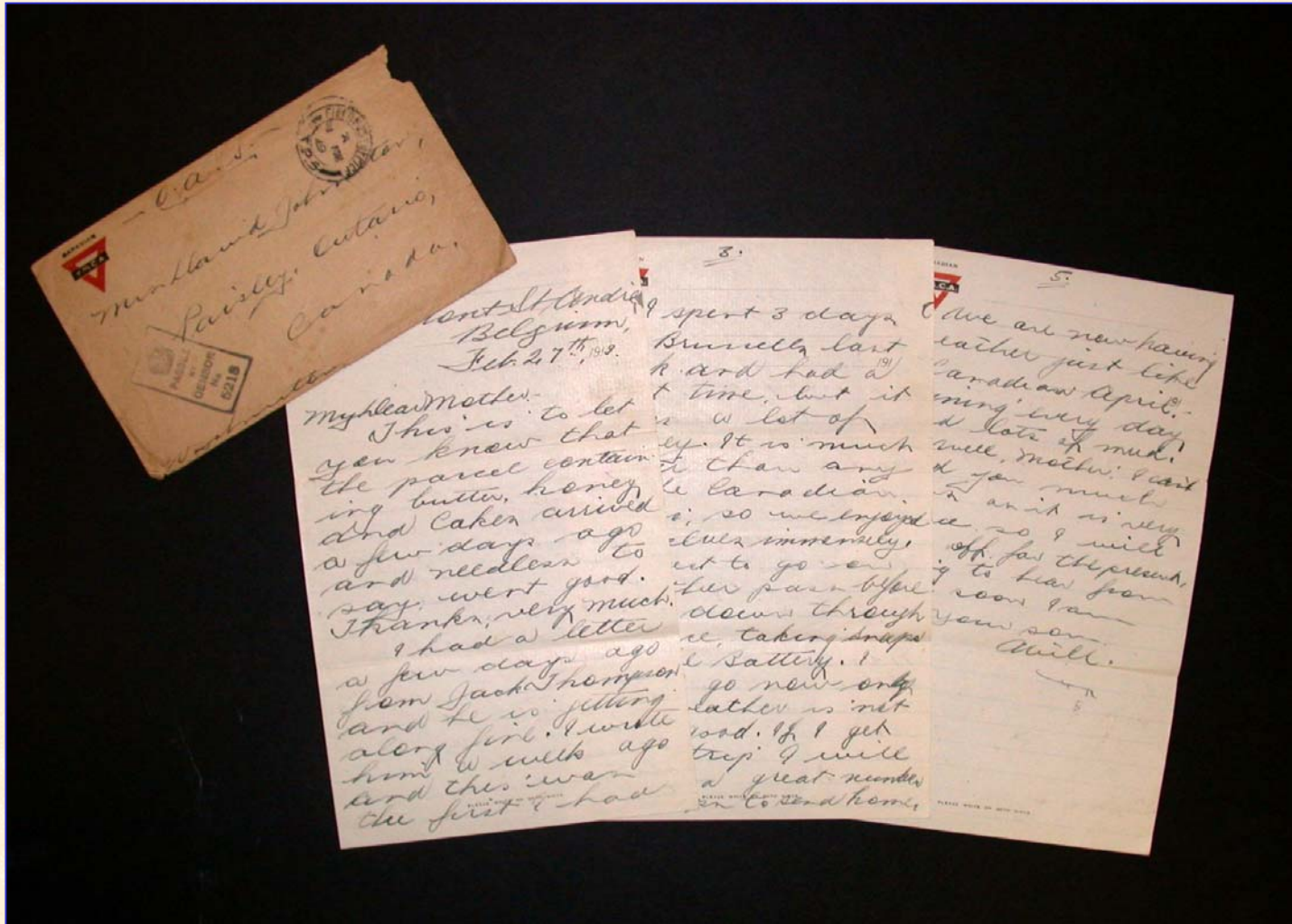


Preserving Paper Records



Protecting Your Paper Records

- Store in a stable environment at 15°C to 19°C and 40% to 50% relative humidity
- High heat and moisture accelerate the chemical breakdown of the paper
- Damp areas can also promote mould growth or be conducive for pests (insects and rodents) to use the paper as nesting material
- Avoid basements and attics as storage areas

Protecting Your Paper Records

- Light is also causes irreversible damage to paper
- High proportions of ultraviolet light is especially damaging ie. fluorescent light and sunlight
- Paper clips, staples, binder clips, tape and post-it notes should not be used on archival materials; the metal can rust and the adhesives stain

Protecting Your Paper Records

- Wash hands or wear white cotton gloves when handling old documents; oils from hands can stain or transfer dirt to paper
- Avoid laminating paper records; the heat and adhesives will harm the paper
- It is best not to display a valuable document; use colour photocopies or photographs as substitutes and keep the original stored in a safe place