



Records Disaster Recovery

Records Disaster Salvation Chart

	Paper	Coated Paper (glossy)	Photographs, Slides (traditional photos)	Magnetic Media (video/audio tapes, floppy disks)	Optical Disks (CD, DVD)	Oversized materials (maps, posters)	USB Drives
General	<p>Keep dry, not touching other media.</p> <p>The extent of damage is dependent on paper quality, thickness, weave, etc.</p>	<p>Keep dry, not touching other media (as much as possible)</p> <p>Glossy coated paper care is fairly identical to traditional paper, but bleeding and sticking are a higher concern.</p>	<p>Gently wipe with a microfiber loth, can be dampened with distilled water. Air dry.</p> <p>Recommend using Graphics Atlas for identifying formats and specificities.</p>	<p>Gently wipe with a microfiber cloth, dampened with distilled water. Air dry.</p> <p>KEEP AWAY FROM MAGNETIC ITEMS</p> <p>Rehouse to a new case if possible.</p>	<p>Gently wipe with a microfiber cloth dampened with distilled water. Air dry.</p> <p>Keep in a media safe case/jewel case to avoid any additional damage</p>	<p>Keep dry, not touching any other media, keep as flat as possible.</p> <p>Be extra aware of issues with extra weight/bulk, folding, and space.</p>	<p>Gently wipe with a microfiber cloth dampened with distilled water. Air dry.</p> <p>Keep USB cover off so it doesn't trap moisture. It may be kept on to avoid exposure damage.</p>
Water	LAY OUT FLAT TO DRY, INTERLEAVE WITH PAPER TOWELS	LAY OUT FLAT TO DRY, INTERLEAVE WITH PAPER TOWELS DO NOT STACK OR LAYER DO NOT STACK WET GLOSSY PPAER	LAY OUT FLAT TO DRY, DO NOT STACK OR LAYER	GENTLY DAB DRY WITH MICROFIBER CLOTH, REMOVE MAGNETIC TAPE/DESK TO FULLY AIR DRY	GENTLY DAB DRY WITH MICROFIBER CLOTH, LAY OUT FLAT (COATED SIDE DOWN)	LAY OUT FLAT TO DRY, INTERLEAVE WITH PAPER TOWELS. ONLY DRAPE IF SIZE AND SPACE ABSOLUTELY DEMANDS IT	GENTLY DAB DRY WITH MICROFIBER CLOTH, LAY OUT FLAT TO AIR DRY
Debris	Gently wipe or remove debris with clean dry hands, or cloth.	Gently wipe or remove debris with clean dry hands, or	Gently wipe with a microfiber cloth (can be dampened with	Gently wipe with a microfiber cloth dampened with	Gently wipe with a microfiber cloth dampened with	Gently wipe or remove debris with clean dry hands, or cloth.	Gently wipe or remove debris with clean dry





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	Be aware of ripping risk.	cloth. Be aware of ripping risk.	distilled water). Air dry.	distilled water. Air dry.	distilled water. Air dry.	Be aware of ripping risk.	hands or a non-static brush.
Mold and Mildew	Copy if needed, destroy.	Copy of needed, destroy.	Recommend copy if needed, destroy.	Remove magnetic tape disk to re-house if possible, copy if needed, destroy.	Copy if needed, destroy.	Copy if needed, destroy.	Copy, if needed destroy.
Mud or sewage	Dry thoroughly and gently wipe away dried mud. Be cautious of ripping. Minimally and gently rinse with distilled water IF still wet.	Dry thoroughly and gently wipe away dried mud. Be cautious of ripping. Minimally and gently rinse with distilled water IF still wet.	Gently wipe with a microfiber cloth dampened with distilled water. Air dry.	Gently wipe with a microfiber cloth dampened with distilled water. Air dry.	Gently wipe with a microfiber cloth dampened with distilled water. Air dry.	Dry thoroughly and gently wipe away dried mud. Be cautious of ripping. Minimally and gently rinse with distilled water IF still wet.	Gently wipe with a microfiber cloth dampened with distilled water. Air dry.
Fire	Place paper towels or unprinted newspaper under EACH individual charred page. Use corners of paper towel to move pages. Assuming the records are wet, dry records following wet record guidance.	Place paper towels or unprinted newspaper under EACH individual charred page. Use corners of paper towel to move pages. Assuming the records are wet, dry records following wet record guidance. DO NOT STACK OR LAYER.	Be EXTRA CAUTIOUS of fumes. Place paper towels or unprinted newspaper under EACH individual charred photo. Use corners of paper towel to move items. Assuming the records are wet, dry records	Be EXTRA CAUTIOUS of fumes. Determine if information is salvageable (unlikely). Destroy.	Be EXTRA CAUTIOUS of fumes. Determine if information is salvageable (unlikely). Destroy.	Place paper towels or unprinted newspaper under EACH individual charred page. Use corners of paper towel to move pages. Assuming the records are web, dry records following wet record guidance.	Be EXTRA CAUTIOUS of fumes. Determine if information is salvageable (unlikely). Destroy.





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	DO NOT STACK OR LAYER.		following wet record guidance. DO NOT STACK OR LAYER.			DO NOT STACK OR LAYER.	
Insect	Gently wipe clean with microfiber cloth or document brush. Be cautious of ripping. Freeze to kill lingerers, if necessary.	Gently wipe clean with microfiber cloth or document brush. Be cautious of ripping. Freeze to kill lingerers, if necessary.	Gently wipe clean with microfiber cloth. Freeze with caution. Dry freeze only. Do not freeze negatives.	Gently wipe with microfiber cloth, can be slightly dampened with distilled water.	Gently wipe with microfiber cloth, can be slightly dampened with distilled water.	Gently wipe clean with microfiber cloth or document brush. Be cautious of ripping. Freeze to kill lingerers, if necessary.	Gently wipe with microfiber cloth, can be slightly dampened with distilled water.
Rodent	Gently wipe clean with microfiber cloth or document brush. Be cautious of ripping.	Gently wipe clean with microfiber cloth or document brush. Be cautious of ripping.	Gently wipe clean with microfiber cloth.	Gently wipe with microfiber cloth, can be slightly dampened with distilled water.	Gently wipe with microfiber cloth, can be slightly dampened with distilled water.	Gently wipe clean with microfiber cloth or document brush. Be cautious of ripping.	Gently wipe with microfiber cloth, can be slightly dampened with distilled water.





Records Disaster Recovery

Records Damage Assessment Site Survey

Date of Assessment		Date of Damage	
Department/Division		Location/mail #	
ARO Informed	Facilities Informed	Record custodians Informed	
Description of Damage			
Volume of damage (ft)			
Type of Damage (select all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Debris <input type="checkbox"/> Mold/Mildew <input type="checkbox"/> Water , High (dripping wet) <input type="checkbox"/> Water, low (damp) <input type="checkbox"/> Smoke <input type="checkbox"/> Fire <input type="checkbox"/> Sewage <input type="checkbox"/> Insect <input type="checkbox"/> Rodent <input type="checkbox"/> Other 		Type of Media (select all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Paper <input type="checkbox"/> Glossy paper <input type="checkbox"/> Glossy photographs <input type="checkbox"/> Slides <input type="checkbox"/> Magnetic media <input type="checkbox"/> Optical disks <input type="checkbox"/> Microfilm/fiche <input type="checkbox"/> Oversized materials (maps, posters) <input type="checkbox"/> USB drives <input type="checkbox"/> Other 	
Additional Description of Damaged Records			
Series: Title: Date Range: <input type="checkbox"/> Essential Records <input type="checkbox"/> PII <input type="checkbox"/> Permanent <input type="checkbox"/> Archival <input type="checkbox"/> Hold	Series: Title: Date Range: <input type="checkbox"/> Essential Records <input type="checkbox"/> PII <input type="checkbox"/> Permanent <input type="checkbox"/> Archival <input type="checkbox"/> Hold	Series: Title: Date Range: <input type="checkbox"/> Essential Records <input type="checkbox"/> PII <input type="checkbox"/> Permanent <input type="checkbox"/> Archival <input type="checkbox"/> Hold	
Series: Title: Date Range: <input type="checkbox"/> Essential Records <input type="checkbox"/> PII <input type="checkbox"/> Permanent <input type="checkbox"/> Archival <input type="checkbox"/> Hold	Series: Title: Date Range: <input type="checkbox"/> Essential Records <input type="checkbox"/> PII <input type="checkbox"/> Permanent <input type="checkbox"/> Archival <input type="checkbox"/> Hold	Series: Title: Date Range: <input type="checkbox"/> Essential Records <input type="checkbox"/> PII <input type="checkbox"/> Permanent <input type="checkbox"/> Archival <input type="checkbox"/> Hold	





Records Disaster Recovery

Records Damage Assessment Site Survey

Additional Information

Empty space for providing additional information.





Records Disaster Recovery

Five Step Records Recovery

This document focuses on water damage, which is the most likely type of damage in any disaster.

I. BEFORE RECOVERY
<ul style="list-style-type: none">• Is it safe? The building and area need to be safe and security to enter.• Who is responsible for the records during this time? This may include onsite staff, the office who owns the records, or others.• Do you know what supplies you need and where to get them? Recommended disaster supplies include masks, paper towels, gloves, fans, and rubbing alcohol or hand sanitizer.• Is outside help available or needed? If so, it needs to be initiated as soon as possible.
II. SALVAGE PREPARATION
<ul style="list-style-type: none">• Complete salvage preparation as quickly as possible. Records salvation (below) should begin during preparation.• Separate damaged records ASAP to improve the chances of recovery.• People handling the records need wear appropriately protective clothing. This could include gloves, a mask, and eye protection.• Determine the records' condition. Damaged records need to be addressed as soon as possible so the condition does not worsen. Animal and insect damage usually won't continue after the threat has been removed.• Be Ready to Document: take as many photos and notes as you can to show the condition of the location and records, as well as steps taken during the recovery process. Document all used resources, including personnel, materials, and time. This can support emergency and recovery funding and will help preparation for other possible disasters.• Prioritize: Ideally these records will be identified before a disaster. Priority records likely include<ul style="list-style-type: none">○ Unique records that cannot be easily recreated (photos, drawings)○ Essential Records○ Permanent or archival records○ Records under a hold• Determine recovery options. Balance the damage, priorities, and staff support to determine the best option for records recovery. Laying records flat to fan dry, or air dry, on site is almost always the first step for all damaged records. Options can be reassessed, but something needs to be decided as soon as possible.• Select a recovery area, if there isn't already one. Ideally, heat and air conditioning are [still] operable, and not far from the damage site. Set up tables, floor fans, and dehumidifiers. Air should be generally circulating, but not blowing directly onto media.
III. SALVATION
<ul style="list-style-type: none">• DRY RECORDS AS SOON AS POSSIBLE TO PREVENT MOLD GROWTH.• Separate damp and moderately wet sheets of paper from each other to allow circulating air to dry them.• Most records will be laid out flat, on paper towels. Keep records and pages separated if possible. Stack and layer records ONLY if space ABSOLUTELY dictates. Do not drape records





Records Disaster Recovery

Five Step Records Recovery

unless there is no other option.

- For bound or fasted items, stand them up in milk crates, or similar non-rusting supports. Fan out the pages so they are not in a block. The binding may be removed, depending on priorities and significance.
- Preserve the document **provenance**. Keep the order of the records as much as possible. Maintain the file order of the records. Keep records with similar content together.
- Determine offsite or outside restoration needs.
- When **confidential documents** are moved from their secure location, they must be protected with a cover sheet that indicates the materials are confidential. The salvager should use their best judgement to ensure the records' security and integrity.
- Clean dry records if needed. Dirt or debris on dry documents can be brushed off.

IV. Monitor records during recovery

- **Check records** regularly to ensure damp areas of the records are exposed to the dry air. Continue to do this until records are dry to the touch, with no damp spots remaining.
- Re-check and rearrange records as needed.
- Ensure records **security**. Records taken from secure locations for salvage should have equal protection to their original location (locks, restricted access, etc.).
- **Monitor Climate**. The warmer and drier the air, the faster the records will dry. Leave fans and dehumidifiers running 24 hours a day, 7 days a week.
- **Continue to take photos, notes, and maintain communications** throughout the process. Keep affected personnel updated.

V. Rehouse records

- **Prepare the shelves**, filing cabinets, or new location. The records must be re-shelved in a clean and dry place. Check the location periodically after rehousing to ensure that mold or fungus has not developed. Update the records information in Content Manager, or other system. Note which records were recreated, lost, or destroyed. New file folders and binding may be necessary.
- **Refile** the records. The records could have swelled and warped in the drying process. It may be necessary to reassign a location due to added bulk.

