

RECOVERY PROCEDURES

Paper Records

Depending upon prioritization decisions, some of these items may be replaced with like kind or CD-ROM formats. To recover and dry the originals:

- Vital and permanent records
 - Retain original.

- Daily and retrospective records and paper materials
 - Remove from wet location.
 - Pack file folders in document storage boxes.
 - Label boxes with contents and location.

For small quantities (less than 500 volumes or 10 linear feet)

- To treat in-house
 - Decrease temperature and relative humidity.
 - Increase air movement.
 - Spread papers out or support vertically; paper may curl and wrinkle when drying.
 - Watch for mold growth.

For large quantities

- If dehumidification is selected for drying method
 - Send to freezer to stabilize physical deterioration and arrest mold growth.
 - Allow at least 2-4 weeks to dry using dehumidification
 - Carefully control quality of drying and check for mold growth.
 - Remove mold as needed.
 - Return flat items in new folders, label, and ship back.

- If freeze-drying is selected for drying method
 - Ship to freeze-drying facility as soon as possible.
 - Prepare to be directed to ship in refrigerator/freezer trucks.
 - Allow 4-8 weeks for freeze-drying depending upon quantity and amount of moisture.
 - Carefully control quality of drying and check for mold growth.
 - Remove mold as needed.