

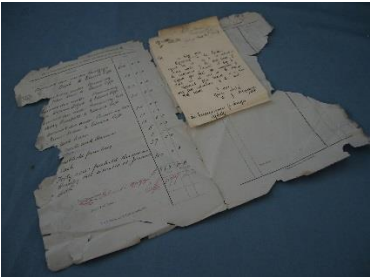
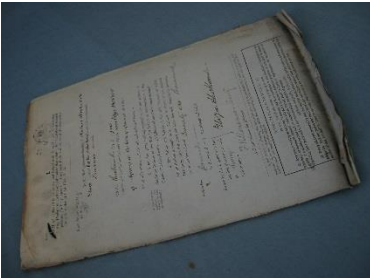
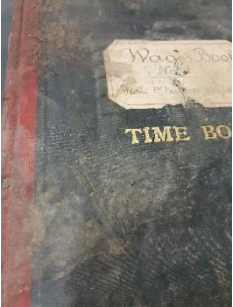







Records transferred to NSW State Archives and Records must be in good physical condition.

This fact sheet outlines the types of damage that may affect records and the actions you must take before we can accept the records for transfer.


If the records require treatment, please send photographs and details of the extent of the damage to transfer@records.nsw.gov.au to discuss options.

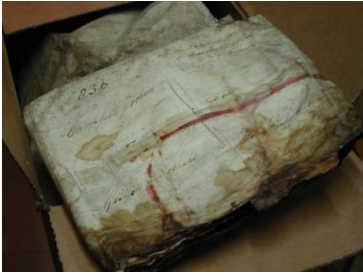

Physical damage

Type	Illustration	Actions
Tears		<p>Any physical damage that prevents the records from being handled without causing further damage or loss of information must be repaired prior to transfer. Examples of this type of damage include:</p> <ul style="list-style-type: none"> • any tears across areas of information • tears more than 3 cm long. <p>Minor tears do not require repair if the records can be handled without causing loss of information. Examples of this type of damage include:</p> <ul style="list-style-type: none"> • small edge tears, losses of corners or small tears in sections containing no information.
Creases		<p>Creases do not require repair if the records can be handled without causing loss of information. Examples of this type of damage include:</p> <ul style="list-style-type: none"> • creases not preventing opening or handling the file safely.
Dirt		<p>Any visible dirt on covers or inside material should be cleaned using a soft brush to gently remove debris. Always undertake cleaning in a well ventilated area. If you suspect there may be mould please contact us or seek advice from a professional mycologist.</p>

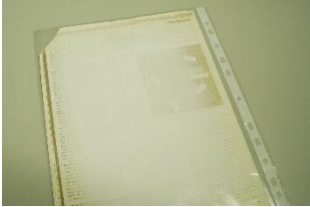


Type	Illustration	Actions
Metal fasteners		All paperclips, bull-dog clips and other metal fasteners should be removed from records prior to packing and listing, particularly if there is evidence of rust. Replace metal fasteners with plastic fasteners such as Plastiklips® or re-package loose records into folders.
Bad repairs		Extensive amounts of tape used to repair records in the past must be removed. Very small quantities of tape used in isolated instances may remain. Tape removal should not be undertaken by unqualified personnel – please contact us for further direction.
Broken spine		In general, you may transfer volumes with broken spines and other poor binding if the papers within are still in good condition. Please contact us to discuss solutions that will address the specific issues of the records proposed for transfer.
Broken glass		Please contact us to discuss solutions that will address the specific issues of the records proposed for transfer.
Rolled maps and plans		Maps and plans that have been rolled tightly for many years retain a “memory” of being rolled and can be problematic to access, especially when they are brittle. If you have a large series of this format to transfer please contact us to discuss options.


Biological damage

Type	Illustration	Actions
Mould (active)		All mould affected items must be cleaned prior to transfer. Do not use household chemicals as they can cause further damage to the items. Please contact us for advice on removing mould before cleaning. Further advice on mould is available in Conservation Tip No. 5 .

Type	Illustration	Actions
Mould (inactive)		The mould may no longer be present or active but there can still be damage to an item. Please contact us for advice.
Insects		Any active pest infestation must be eradicated prior to transfer. Using household sprays on items is not appropriate as the chemicals can damage items. Please contact us for advice.

Chemical damage

Type	Illustration	Actions
Thermal fade		Thermal paper, such as that used by fax machines and cash registers, continues to fade over time until there is no readable image left. Prior to transfer, photocopy each page and replace the original on file.
Red rot		Red rot is the deterioration of leather bindings over time. As long as the text block inside the record is not compromised by the deterioration of the covers, the presence of red rot will not prevent a transfer from being approved. Please contact us for advice on wrapping and labelling records affected by red rot.
Vinegar syndrome		Vinegar syndrome is a term used to describe the chemical reaction that occurs as the film support (cellulose acetate) deteriorates. As the cellulose acetate deteriorates it off-gases with a vinegar odour. Deterioration affects dyes and causes shrinkage of the film stock. The process cannot be reversed, only slowed down. Records affected by vinegar syndrome must be digitised prior to transfer, and both the digital and physical records transferred.

Type	Illustration	Actions
Magnetic audio-visual and data tapes	 An illustration showing four types of magnetic media: a large reel-to-reel tape on the left, a VHS video cassette in the upper right, a standard audio cassette in the center, and a 5.25-inch floppy disk on the bottom left. The items are arranged on a white background with faint, light-colored arrows pointing outwards from the center.	Magnetic media have very limited life spans due to physical deterioration and obsolescence of playback and recording machines. All magnetic media must be digitised prior to transfer and the digital records transferred.