



Simple treatment for damp records.

If an item is flat or open try to move it as is. Use a supporter such as card or plastic.

Do not attempt to close volumes as this may cause additional damage.

Do not squeeze water from volumes or files

If possible glossy paper should be frozen for treatment.

Do not freeze photographic materials.

Microfilms should be kept wet.

Air drying will be suitable for small quantities of paper records which have only been slightly damaged by water. Use fans and de-humidifiers to assist the drying process. Fans should not be directed at the records, but used to facilitate air movement.

Stand damp volumes upright and gently fan out the pages; interleave with blotting paper, if possible.

Books printed on coated paper and photographic prints should be interlaced with silicone release paper to prevent blocking.

Blotting paper should be placed between individual sheets of files.

Change blotting paper regularly.

Do not attempt to separate material stuck together; this job is for expert conservators.

Small amounts of dry fragmentary material (resulting, perhaps, from fire damage) should be gathered and made available to staff of the business area to which the records belong in order that it might be identified and salvaged, if necessary.

Further information on disaster recovery can be found on these websites, which are provided for information only:

<http://communication.howstuffworks.com/how-disaster-recovery-plans-work.htm/printable>

<http://www.nfsa.gov.au/preservation/handbook/>

http://www.naa.gov.au/Images/Disaster%20manual_tcm16-47280.pdf

<http://archivesoutside.records.nsw.gov.au/conservation-tip-no-6-dealing-with-wet-records/>

<http://www.aiccm.org.au/disaster>

<http://www.blueshieldaustralia.org.au/disastermanagement.html>