

RECORDS AND DOCUMENT RECOVERY TECHNIQUES

Material	Situation	Time Frame	Handling	Precaution	Drying Method
Magnetic Media (Computer disks, audio and video tapes)					
Tapes	Duplicates offsite?	No action needed			
	Only copies?	Immediately	Rinse off tapes soaked by dirty water. Handle open reel tapes by hubs or reel.	Do not freeze. Do not touch magnetic media with bare hands.	Air dry within 48 hours Or, tapes can stay wet for several days. Pack vertically in tub filled with water. Ship to vendor for restoration. <i>Recommended.</i>
Floppy Disks	Duplicates offsite?	No action needed			
	Only copies?	Immediately		Do not freeze. Do not touch disk surface with bare hands.	Keep wet. Pack vertically in tub of water, ship to vendor for restoration. <i>Recommended.</i> Or air dry by opening case, drying inner magnetic disk, and re-case. Make copy. <i>Not recommended.</i>
Optical Discs					
CD, CD-ROM and DVDs	Duplicates offsite?	No action needed			
	Only copies?	Immediately		Do not freeze. Do not scratch the surface.	Air dry, or wipe with soft clean cloth.
Microforms and Motion picture film					
Microfilm rolls	Duplicates offsite?	No action needed			
	Only copies?	48 hours	Rinse	Do not remove from boxes; hold carton together with rubber bands. Keep wet.	Pack vertically in tub of water, arrange with a microfilm processor to rewash and dry.
Diazo and vesicular microfiche	Duplicates offsite?	No action needed			
	Only copies?	48 hours	Freeze, freeze- dry or air dry	Keep in envelope if packing.	Air dry by hanging from clothesline. Or freeze, thaw and air dry. Pack for freezing: Interleave between envelopes.

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Aperture cards, jacketed microfilm	Duplicates offsite?	No action needed			
	Only copies?	48 hours	Freeze, freeze-dry or air dry	Keep wet. Pack in plastic bags inside boxes.	Air dry, or thaw and air dry.
Motion pictures	Only copies?	48 hours	Rinse	Keep wet. Pack in plastic bags inside boxes.	Arrange with film processor to rewash and dry.
Paper Documents & Manuscripts					
Stable Media	Only copies?	48 hours	Freeze, freeze-dry or air dry	Handle carefully. Paper is fragile when wet.	Air dry by spreading out. Use dehumidifiers, fans. Freeze-dry - pack in milk crates or cartons
Soluble inks (felt pens, colored pens, ball point pens)	Only copies?	Immediately	Freeze, freeze-dry or air dry	Handle carefully. Paper is fragile when wet.	Air dry by spreading out. Use dehumidifiers, fans. Freeze-dry - pack in milk crates or cartons
Maps & Plans					
Stable media	Only copies?	48 hours	Freeze, freeze-dry or air dry	Use extra caution if folded or rolled.	Air dry by spreading out. Use dehumidifiers, fans. Freeze-dry - pack in map drawers, interleave.
Soluble media Hand colored maps	Only copies?	Immediately	Freeze, freeze-dry or air dry	Do not blot	Air dry by spreading out. Use dehumidifiers, fans. Freeze-dry - pack in map drawers, interleave.
Maps on coated papers	Only copies?	Immediately	Freeze, freeze-dry or air dry	Avoid pressure. Inks can smear away.	Air dry by separating sheets and interleaving. Freeze-dry - pack in map drawers, interleave.
Drafting linens	Only copies?	Immediately	Freeze, freeze-dry or air dry	Use extra caution if folded or rolled.	Freeze-drying preferred. Pack like maps in containers lined with plastic.

Material	Situation	Time Frame	Handling	Precaution	Drying Method
Books					
Books and pamphlets	Not replaceable?	48 hours	Freeze, freeze-dry, vacuum dry or air dry	Handle gently. Paper and boards are fragile when wet.	Air dry by fanning open. Insert paper towels every 50 or so pages to wick moisture. Change frequently. Freeze - Separate with freezer paper, pack spine down in milk crate or cardboard box one layer deep.
Leather and vellum bindings	Not replaceable?	Immediately	Air dry, vacuum dry	Handle gently. Paper and boards are fragile when wet.	Air dry. Insert paper towels without opening book to wick moisture out. Change frequently. For freezing or vacuum drying, separate with freezer paper, pack spine down or flat.
Coated paper	Not replaceable?	Immediately	Freeze, freeze-dry or air dry	Handle gently. Paper and boards are fragile when wet.	Freeze-drying preferred. To pack for freezing, keep wet; pack spine down in containers lined with garbage bags. Air dry by fanning pages and interleaving with paper towels.
Photographs					
Negatives	Originals?	48 hours	Freeze or air dry	Do not touch emulsion with bare hands.	Keep wet. Pack in small plastic bags inside boxes. Order of preference: 1) Air dry, 2) thaw and air dry, 3) freeze-dry. Do not vacuum dry.
Black and White	No negatives?	48 hours	Freeze and/or air dry	Do not touch binder with bare hands.	Air dry, or thaw and air dry. Air dry face-up or hang from clothesline.
Color	No negatives?	Immediately	Air dry	Transport horizontally. Do not touch emulsion.	Air dry face up or hang from clothesline.