

Setting Up a Church Archives

Choose a location with the following features:

1. Even temperature. Fluctuating temperatures will damage all record formats. 60-70 degrees is preferable.
2. Humidity controls. 40-50 degrees is the ideal.
3. Light. Natural and artificial light will damage all record formats. Sunlight is the most damaging. To minimize light damage, store records in an area without windows or use darkening shades or blinds. Cover fluorescent lights with ultraviolet filters.
4. Air flow. Do not store records in a closet or area where there is no air flow. Lack of air current encourages the growth of mold. Use electric fans to improve air circulation.
5. Shelving. Store items and boxes on steel or metal shelving as opposed to wood, which can damage storage containers over time.
6. Security. Items will be more secure if the storage area can be locked and only a limited number of people have access to the keys,