

What can we ALL do?

Choose acid-free ink pens:

“Pigma” Pens are available at the Diocesan Book Room; other acid free writing tools are found at photographic shops, at “scrap-booking” supply stores, in many stationery stores and from our own archival suppliers.

Choose acid-free copier paper:

Just like regular copier paper, this is sold in reams at any office supply store – Staples, Basin Basics. You may not need to use it for everything, but it should be used for permanent copies to be filed of minutes, correspondence, annual statements, newsletters, leaflets and so on.

Choose acid-free ink cartridges for inkjet printers:

Also available at computer shops or office supply stores: Epson makes an equivalent acid-free cartridge for every type of printer.



Maintain the environment for your records of enduring value:

Keep acid-free records AWAY FROM acidic ones such as newspaper, magazines, and dyed construction paper.

Use plain white folders for filing and INERT PLASTICS, such as “TYVEK” envelopes, polyethylene or polyester page protectors AVOID metal fasteners and acidic or solvent adhesives; use PLASTIC COATED PAPER CLIPS instead.

Use a PENCIL to code files or documents – GRAPHITE is neutral – it never fades or runs and will not harm the paper. Provide a clean, dry, fireproof, secure outer environment.

Diocesan Archives



Preservation at the “*Point of Creation*”

Diocese of Nova Scotia and Prince Edward Island:
ARCHIVIST: (902) 420-0717 Ext. 231
archives@nspeidiocese.ca

Diocesan Council, December 7 2006 ARCHIVES PRESENTATION QUIZ QUESTION:

WHAT YEAR was the ACIDIC WOOD PULP process invented to make newsprint?

THE ANSWER WILL BE SHOWN
in the Archives presentation.

Preservation

Most people think of preservation as something done to a record or object long **AFTER** it is created, in fact, after it is archived or no longer in use.

Actually, preservation can begin at the **MOMENT** a record is created. We are not all archivists, but since we are all record creators, here are some things we can do to participate in the process of preservation of our church records.

The life of a record depends a great deal on three things that happen to it immediately and continually *while it is in use*:

1. The substance it is made of.
2. The writing tool or other tool used to record the information.
3. The environment it is kept in – from the enclosure that touches it on out to the room or building it is kept in.

What is the “Point of Creation”?



For most church and parish records, the point of creation is when you **WRITE ON PAPER** – at least it used to be ...

We are using computers more and more to create records that **USED TO BE HAND-WRITTEN** – primarily **CORRESPONDENCE**, but also graphics, financial records and tabular lists (databases). Digital storage cannot be considered as a preservation method because the technology is rapidly changing.

For “**DIGITAL BORN**” records there are 3 points of creation to consider:



- When you **TYPE** (or draw) into the computer
- When you **SAVE** the digital file.
- When you **PRINT** the file on paper.

PAPER ...

... Is still considered the **MOST STABLE MEDIUM** for long-term storage of information, since the lifespan of digital discs, films or tapes cannot be determined beyond 30 – 100 years. The life of paper depends on its quality and how it is stored.

- 📖 Most commercial acidic wood pulp papers will “acidify” and **CRUMBLE** in about 80 - 100 years, or turn brown and be unreadable.
- 📖 Commercial ballpoint pens and even cartridge inks will fade or “bleed” and “migrate” eventually, causing loss of information. Regular Inkjet printer inks can rub right off.

Whether printed from the computer or hand-written, the choice of **PAPER AND INK** will dramatically affect the lifespan of the record.

Our church registers are made of good quality paper, but are not entirely acid-free. However, the choice of ink will go a long way to making the recordings of the sacraments and legal documents readable for centuries to come.

To do **ALL** of the following things might not be affordable for everyone, but for **EACH ONE** thing that you do, the life of your permanent records will be extended.