

Preservation Techniques

The ObeisanceBaha Archives ensures the preservation and the proper disposition of records for long-term value and usage.

Appraising Records

All records received by ObeisanceBaha are first appraised for value and authenticity regardless of their format.

Appraisal Methodology

- Is the record source the original creator, inheritor, or in some way the benefactor of source materials? These are important distinctions to help ensure proper classification.
- Does the record source maintain the most complete documentation of a particular function or activity as relate to the document? If not, clarification is required.
- If the contributor is not the originator of record, or if records are of temporary value, what retention period should be assigned to meet the legal, administrative and fiscal obligations of ObeisanceBaha?
- Are certain record series considered vital records? Do the records contain information that is essential to the function, operation, and activity of ObeisanceBaha to preserve Baha'i history?
- Are the records vital for the archived collections, classifications, accession records, and proposals that document project planning and programs?

Paper Records

“The best thing to do to preserve paper records is to protect the documents from damaging environmental influences such as continuous exposure to light, extremes of heat and moisture, and direct handling of the objects. Damage from light is cumulative and irreversible, and can cause not only fading of inks but yellowing, bleaching, or darkening of paper. When handling, prepare a clean dry draft-free space and have clean dry hands (remember not to use hand cream after washing hands!). Turn pages carefully, if anything resists turning, don't force it or fold it back on itself. Cover materials or put them away to protect them from light when not in use. Save original wrapping materials or envelopes as they may help with identification. Do not write or use tape or adhesives on the documents. We do not recommend the use of preventative chemical treatments by the general public—rather, we suggest proper storage in suitable enclosures, in a good environment at <70 deg F and at a set point between 35-50% relative humidity (RH), for long-term preservation (you can get inexpensive RH monitors almost any hardware or household store). It has been shown that a stable storage environment is better than one which cycles frequently, so the innermost part of a house, located away from exterior walls and direct sources of light or humidity, is best for long-term storage of an item.”

Photographic Materials

The information on this page covers photographic prints from all eras of photography and photographic negatives, but not digital image files.

- Identifying Photographs.
- Photographic prints can be made by a variety of processes and process informs storage and handling recommendations. Taking care when handling any collection item is one of the more effective, cost-efficient, and easily achieved preservation measures.
- Take proper care when handling photographic materials by:

Having clean hands and wearing non-scratching, microfiber or nitrile gloves; having a clean work area.

- Keeping food and drink away.
- Not marking photographs, even on the backside.
- Not using paper clips or other fasteners to mark or organize prints.
- Not using rubber bands, self-adhesive tape, and/or glue on photographic materials.

Resource

See the complete guide for preserving photographic material produced by the Preservation Advisory Centre at the British Library. See:
<http://www.obeissancebaha.org/wp-content/uploads/2017/08/Preservation-Of-Photographic-Material.pdf>