

Preserving Church Records

ChurchBiz

Cathedral Church of Saint Andrew

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Types of Church Records

- Historical Collections
- Organizational Records
- Legal documents

Deterioration
vs.
Preservation

Managing Your Church Archives

- Building considerations
- Environmental monitoring
- Pest management
- Storage and housing
- Disaster Preparedness

Building Considerations

- Building construction
- Room location
- Pipes and water sources

Environmental Monitoring

Areas of concern:

- Temperature
- Relative humidity
- Light levels

Potential problems:

- Mold & mildew growth
- Pest infestation
- Expansion & contraction
- Acidic and color transfer
- Fading

Pest Management

Preventive measures:

- Seal entry points
- Eliminate food sources
- Regulate temperature and relative humidity
- Keep area clean and dust free

Remediation:

- Use sticky traps
- Fumigation, freeze sterilization, oxygen scavengers

Storage and Housing

- Support for material
- Buffer against fluctuating environmental conditions
- Barrier against pest infestation

Holdings Maintenance

- Use appropriate shelving
- Separate contaminated material
- Place material in fitted archival enclosures and boxes
- Remove fasteners
- Support fragile materials
- Reformat unstable materials.

Disaster Preparedness

- Emergency Flip Chart
- Pocket Response Plan

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