

Disaster Recovery: Mitigating Records Damage Due To Water and Humidity Intrusion

Derrick S. Watson

Dryco Group

October 16, 2007

How Bad is it?

- What to look for
- Measure & estimate quantity
 - Also determine what can be tossed
- What to expect at the end

What to look for

- What really needs to be saved?
- What are the types of media involved?
 - Microfiche
 - X-rays
 - Slides/Negatives/Photos
 - CD's, video/audio tapes

How much do you have?

- Cubic footage is the standard measure of quantity (12" x 12" x 12")
 - Full file drawers= 2.5 cf
 - Full Banker boxes= 2.0 cf
 - Full lateral file drawers=3.0 cf

What to expect at the end...

- Material will, unfortunately, show signs of damage including, but not limited to:
 - Bleeding of inks
 - Cockling/wrinkling of paper
 - Blocking or pages stuck together
 - Water and/or mold growth staining
 - Odor from mold growth or fire damage
 - Fire damage/Insect damage

Soaked files that are now dry...



The bottom line

- Documents will be dry, cleaned of mold growth, had fire damaged edges trimmed, but will not be in preloss condition
- Special note: although dry, mold can make a return
- Books will show the most dramatic effects of any damage, especially from water

Document packout

- Supplies needed
- Maintain an inventory
- Other considerations

Supplies

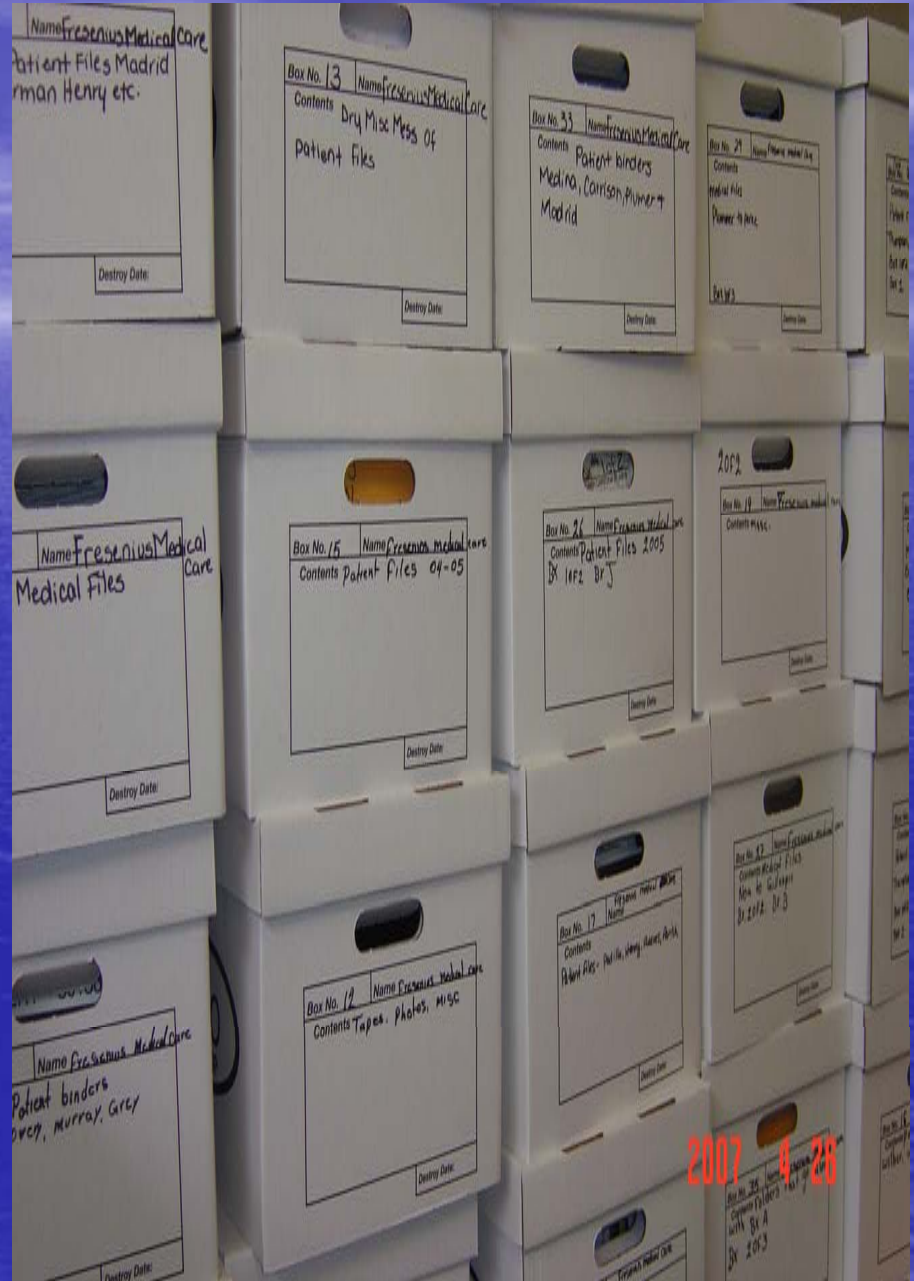
- Good Boxes
- Markers
- Tape/Tags/Labels
- Gloves/Masks
- Inventory Sheets
- Trash bags/cans/dumpsters
- Hand trucks
- Lots of help!!

Supplies continued...

- Hammers/Crowbars
- Backbelts
- Pallets/Pallet jack/forklift
- Refrigerated storage/transport
- Plenty of drinking water
- Dehumidifiers and/or air conditioning/heating, air movement

The Inventory

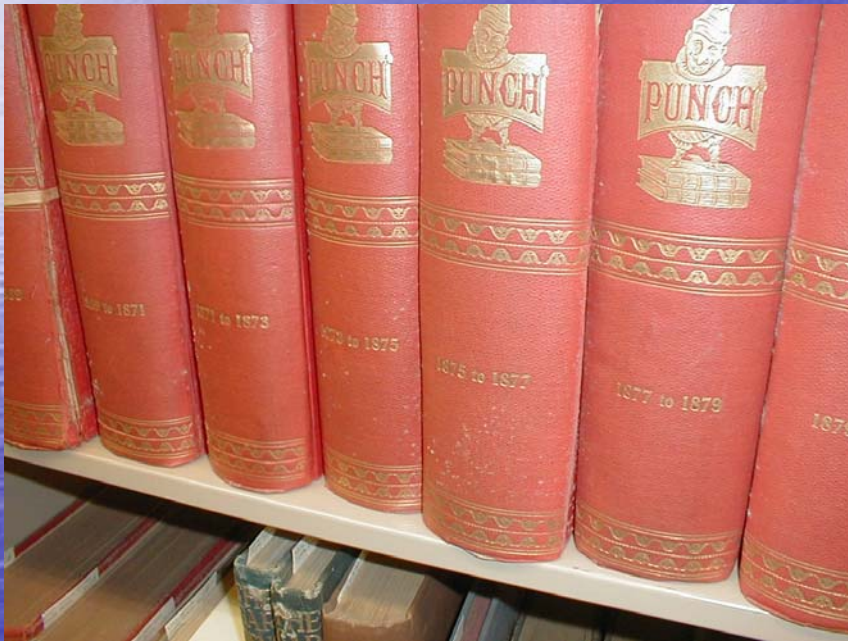
- Needs to be as accurate as possible
- Inventory sheet should match label of box



Other Considerations

- Stack boxes only 2 or 3 high
- Leave materials in their original drawers/boxes if possible

The Salvage Process



- Wet files are typically air dried on racks
- Wet books are typically freeze-dried
- Special methods used to salvage films
- Cleaning/Disinfection/Deodorization

Air Drying in the Rack Room

- Files are “put up” on racks maintaining file integrity
- Racks are labeled to maintain file ID
- Racks allow air to penetrate files
- Room conditions are kept dry with plenty of air movement
- Ozone & disinfectants used



Cleaning/Disinfection/Deodorization

- Time required to clean flood/fire damaged documents
 - Light damage: 1 to 2 hours per cubic foot
 - Medium damage: 2 to 3 hours
 - Heavy damage: over 3 hours!
- Disinfection for mold damage
- Ozone for mold/fire damage odor mitigation

References

- Salvage at a Glance handout
- Northeast Document Conservation Center
– NEDCC.ORG