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Prepare

Prepare in advance to prevent and/or limit damage to records.

- Assess Risks
- Develop a plan
- Assess Risks
- Risk Mitigation
 - records off the floor
 - maintain history and check for building leaks
 - weather system awareness, etc.
- Identify vital records

Prepare

- Plan the response for different risk scenarios
- Ascertain potential resource needs: on site availability and options during an event
 - Expertise
 - Personnel
 - Contractors
- Communication systems and contact lists
 - 24/7 contacts
 - During an event what will work



Prepare

- Train and practice
- Incident Command System awareness
 - Used by fire and police departments)
 - http://training.fema.gov/EMIWeb/Is/is100.asp
 - Meet and tour site with local fire department to build understanding and awareness of records issues
- Keep the plan up to date and close by
 - home, work, car
- Take action to provide protection if there is advance warning of a possible event

Respond

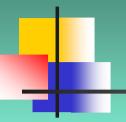
Respond as soon as it is safe to enter the area after an emergency.

- Human Safety Comes First!
- Observe, listen and collect information
- What is the impact on the records?
- Determine what record formats, schedules and retention considerations, response goals
- Determine resource needs for the eventstaffing, supplies, equipment, expertise



Respond

- In the majority of cases records can be recovered from water damage
- Document situation and records involved
- Develop a plan for response
- For federal records, contact NARA Records Management liaison regarding damage and information on records response and recovery
- Calm and communication
- One representative to speak to press



Respond - Mitigate damage

- Stabilize condition- for paper records: drying for smaller quantities; freezing for larger quantities
- Actions need to be appropriate to specific record format type
- Will provide time for developing recovery plan
- Consider environmental, security, and other special issues
- Protect health- use appropriate protective gear



Respond

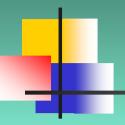
- Sustain the Response
- Everyone needs to keep up mental and physical health – breaks, food, family
- Review progress periodically and evaluate need for revising action plan
- Mold can develop within 48 hours
- Document response activities photographs and written- often needed later



Recover

Recover records or cultural property damaged by the emergency

- Determine recovery actions once records are stabilized – often can wait until immediate emergency situation has been addressed (e.g., if records are frozen)
- Appropriate strategy will depend on funding options, records retention and disposition, record use, damage sustained, record formats, available expertise and resources



Recover

- Appropriate solution will vary depending on records and situation.
- Options for paper records may include (depending on specific situation and records):
 - long term freezing until records are needed; isolation of moldy vacuum freeze dried records
 - reformatting
 - vacuum freeze drying and mold removal
 - air drying in smaller portions, etc



Resources

- National Archives and Records Administration Records Emergency Preparedness, Response, Recovery and Training: http://www.archives.gov/preservation/records-emergency/
- NARA Records Management Training Learn Center https://nara.learn.com/learncenter.asp?id=178413&sessionid=3-8F11B9E0-2EA6-488C-939E-1E90A771996C
- Heritage Emergency National Task Force/ Heritage Preservation: http://www.heritagepreservation.org/PROGRAMS/TASKFER.HTM
- Council of State Archivists (COSA): <u>http://www.statearchivists.org/prepare/index.htm</u>
- American Institute for Conservation <u>http://aic.stanford.edu/library/online/disaster/</u>
- Federal Emergency Management Agency (FEMA) <u>www.fema.gov</u>