

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION PRESERVATION PROGRAMS

*The information provided below is intended for emergency recovery and response, not general treatment recommendations.*

### MICROFICHE

#### *Priority Action:*

- Air dry or freeze within **48** hours.

#### *Recommendations:*

- If microfiche **cannot** be air dried immediately or there are large quantities -
  - Keep microfiche inside a wet container lined with plastic garbage bags and distilled water until they can be frozen
  - If possible, interleave with freezer paper between envelopes and pack into crates or boxes for freezing (this may not be possible for large quantities of fiche)
- If microfiche **can** be air dried immediately –
  - The best approach is to remove fiche from paper jackets and clip fiche to a clothesline with rustproof clips
  - Do not throw away the paper jackets until all identification information has been retrieved from them
  - Transfer information to new jackets once fiche is dry and ready to be stored again
- Do not move microfiche until a place has been prepared to receive them
- Do not touch the emulsion side
- Microfiche that shows signs of previous bacterial growth should be frozen immediately if they cannot be air-dried
- Do not freeze dry microfiche
  - Freeze drying of photographic materials is not generally recommended; however, microfiche has been successfully vacuum freeze dried, and if dealing with large quantities of wet microfiche, this option may be considered

#### *Recommended Supplies:*

- Distilled water
- Plastic bags
- Freezer paper
- Clothesline
- Rustproof clips

*The information and links provided by NARA are offered as a service and do not imply endorsement of any company, institution, or person. The scale of the emergency and types of materials affected will determine the specific actions or techniques to be taken and whether in house salvage is possible or whether external resources and expertise are necessary.*