

A QUICK GUIDE TO THE USE OF ...

	Don't use because	Replace with
Fly/insect spray	Chemical content can mark and damage artefacts and paper	Regular cleaning and approved silverfish baits use professional exterminators where needed
Glue	It can peel off, or leave a cracked residue, or shrink and damage paper	Methyl cellulose paste
“Magic” tape or sellotape	It dries out and peels off, leaves stains and sticky residue	If something needs mending, see an archivist
Magnetic/clingfile photograph albums	Leaves sticky residue on photographs and chemicals from PVC damage front of photograph	Talk to diocesan archivist about alternative storage, or use acid free paged albums with photo corners.
Manilla folders	Made of acidic card which damages contents	Acid free folders or envelopes
Paper clips	Metal paper clips rust, stain and corrode	Vinyl coated paper clips or cotton tape through punched holes
Pens/biros to write on records	Ink is irreversible, and your additions cannot be removed	2B or 3B pencil
Rolls of cardboard	Made of acidic card which damages contents; rolling paper tightly causes irreversible damage	Approved wrapping: see “What to do with maps, plans etc...”
Rubber bands	They mark, perish and remain “glued” to papers	Cotton tape
Sellotape	It dries out and peels off, leaves stains and sticky residue	If something needs mending, leave it as it is, and see an archivist

Where to get the suggested products

Silverfish bait	Ask your diocesan archivist or purchase from a conservation products supplier
Methyl cellulose paste	Ask your diocesan archivist or purchase from a conservation products supplier
Acid free envelopes & folders	Ask your diocesan archivist or purchase from a conservation products supplier
Vinyl coated or brass paper clips	Supermarket or stationery shop
2B or 3B pencil	Stationery shop
Cotton tape	Available as legal tape from stationery stores

Many of these products are available from a conservation supplies seller such as <http://www.conservationsupplies.co.nz/>

What is original order?

Archives can be described as the removal of your filing cabinets and other records storage from your office to somewhere safe for the long term. When an archivist receives records to go into an archives repository, he or she looks at the whole to decide what your filing system was, and then tries to replicate that for your organisation's records. This keeps papers together as you had them, and gives some context (and meaning) to the individual pieces.

If there is an obvious system in use, then the archivist leaves the papers in this order. This is known as ORIGINAL ORDER.

Some tidying up will be done, duplicate copies removed, and papers not worth keeping for archives removed also. But the papers left should be in the way that you kept them. This leaves the papers in the context in which they were created. Often, it is just as important to see other letters and papers adjacent to the one that you are looking at as it is to see the one letter or document.

Of course, if the papers are obviously just in a mess, and there is no obvious original order, then the archivist will try to guess how they were kept, and do some rearranging.