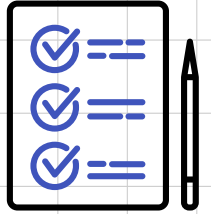
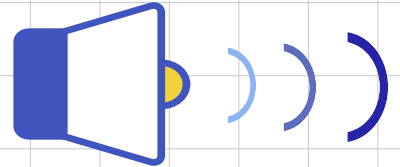


Emergency



Recovery Guidelines

for Disaster-Damaged Records



Prepare

With it



Emergency Recovery Kit



Ministry of the Interior and Safety
National Archives
of Korea

Purpose

These emergency recovery guidelines for disaster-damaged records provide temporary measures to prevent records from being destroyed by disaster. It also describes specific steps to take in the emergency recovery sequence.

Relevant Laws

Article 30 (1) Measures for Security and Disaster Control of Records,
Public Records Management Act

Article 62 Measures against Disaster and Security Control of Records,
Enforcement Decree of the Public Records Management Act

Emergency Recovery Sequence



Questions

Restoration Management Division, NAK (+82-31-750-2032, 2064)

*This guideline is available on the official website of the National Archives of Korea (www.archives.go.kr)



Prepare

1. Check and Prepare

Prepare 'Record List' and 'Emergency Recovery Kit'



(e.g.: use colored stickers)

- Listing the records is essential → Categorize by importance
 - ※ Check storage environment regularly (Ground floor is recommended)
- Procure 'Emergency Recovery Kit' for records in place ★



in Disaster

2. Records damaged by disaster

Checkup 'Record List' + Identify damages

- 'Secure' the record list to identify damages properly
- Report to relevant agency or department after confirm the damages

3. Secure workspace, Prepare measures

- Secure a controllable workspace for emergency recovery
- Prepare 'Emergency Recovery Kit' and purchase frequently used items

[Frequently used items for emergency recovery]

- ✓ Paper towels
- ✓ Large spray
- ✓ Waterproof mat for drawings



Emergency Recovery

4. Move the records

- Keep the records inside of the workspace, 'Do Not Bring Outside'
 - Records from many departments may be mixed up in complex situation
Once mixed, hard to find out the source of record

5. Classify records

- The person in charge checks 'The list' and 'Classifies' records
 - Cannot classifies the records and damages without 'The Record List'
- Bring mixed records in one place, classify by 'Retention Period'

(Perment, Semi-Perment, Temporary)



Start emergency recovery with prioritized records, such as 'Retention Period'

6. Recovery available within 48-hours ?

 Mold may grow after 48 hours



Yes

Follow the No.7 below ↓




No

Store the records in a fridge
(-20°C to -30°C) temporary

7. Clean, Dedust and Dry

Cleaning & Removing dirt


Cleaning records by spraying water with soft brush

- ✓ **If you see mold effected records, then**
 - Brush off with a soft brush and clean up with a hand vacuums
 [Ref.](#) p.3 > [QR codes](#) > How to handle mold-affected records
- ✓ **If there is too much dirt, including mud**
 - If it's difficult to remove, do not force it
 - Tip.** It can more easily be removed with a brush after record is natually dried
- ✓ **If it's hard to seperate each sheet**
 - Do not separate the sheets one by one,
Use blotting paper in the separated parts to remove moisture
 - Tip.** Try after sheets are dried,
Use a brush or spatula to remove dirt on the surface before seperate it

Dry

Replace blotting paper repeatdly until dried

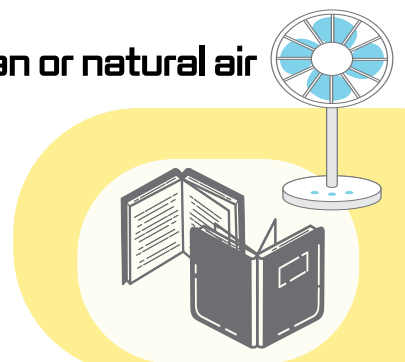
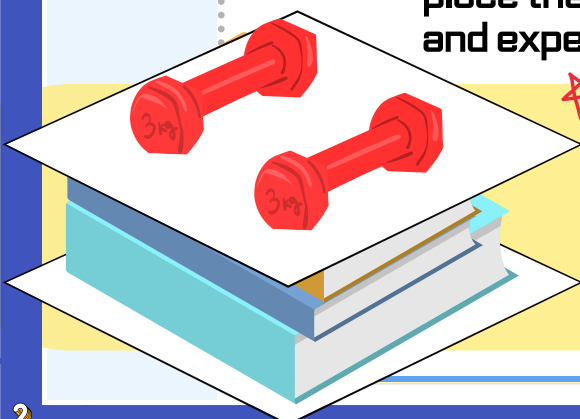
- ✓ **At first, the paper becomes wet immediately due to moisture**
 - Replace the wet blotting paper repeatedly
- ✓ **Once records are somewhat dry, remove all blotting papers, place the records on a bookshelf, and expedite the drying process with a fan or natural air**

 **Tip.** Put blotting paper between records and place something heavy on top

"press effect"



Emergency Recovery





Completion

8. Storage after emergency recovery

- Classify the records by retention period to prevent mixed up
 - ※ Keep unrecovered temporary records in a separate box with a records list
- To prepare for potential disaster damage,
 - Locate storage area on the second floor or higher



Reference

- ✓ Ref 1. Precautions in an emergency recovery workplace
- ✓ Ref 2. Recovery measures based on storage types



Familiarize yourself with the guidelines and protect valuable records! ✨

Quickly access to Emergency Recovery Guidelines with QR codes



How to handle water-damaged records



How to handle mold-affected records



How to prepare for flooding





Emergency Recovery

Precautions in the Workplace

CHECK LIST

- Pull down the blinds to block out direct sunlight
- Turning fans on and off to dry records
- Turn on the HVAC to maintain the right temperature and humidity
(Paper records should be stored at $20 \pm 2^{\circ}\text{C}$, RH $50 \pm 5\%$)
 - ✘ If HVAC is not available, use an air conditioner or dehumidifier
- Place recovery tools along with the workplace
 - ✘ Wash the used tools and dry them in the sun before leaving the room
- If working collaboratively, assign records for each member to work on
- Ensure assigned records do not mixed up
- Debrief the work of the day, before leaving
 - Check current progress against daily assignment
 - Share the list of processed records and need to be reprocessed

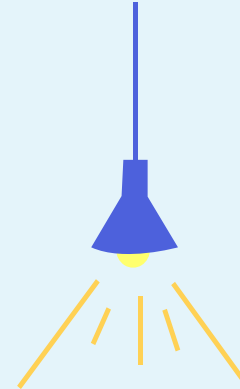


One person should create a working log after debriefing

Recovery Measures by



Storage Type of *Records*



In a **preservation box**

If records are stored in a preservation box, make holes or open the box to allow ventilation



In a **document envelope**

If records are stored in a document envelope, open the envelope to dry the records



In a **plastic file**

If records are stored in a plastic files, separate the plastic parts for ventilation



If wet, do not remove the plastic file forcefully to avoid tearing

Tip. Tear off the end of the plastic file and let it stand with the file open. When it dries to some extent, remove the plastic

Caution

Thin papers

Lay it down on surface and dry to prevent tearing before separating it

Thick papers

If possible, dry upright by using bookshelf and rotate repeatedly to prevent twisting





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