

New York State Archives

Strengthening Archives

Enclosures Assessment Objectives

- You store records in acid-free alkaline buffered boxes and folders.
- Your house documents in appropriately sized boxes and folders.
- You provide additional support for fragile or damaged materials
- You store oversized materials in oversized folders in flat files or shallow boxes.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you store records in preservation quality boxes and folders?				<ul style="list-style-type: none">• Use acid-free and buffered folders and boxes for new materials added to your collection.• Conduct a collection survey to identify inappropriate enclosures.• Undertake a re-housing project to improve inadequate enclosures.
Do you house documents in appropriately sized containers?				<ul style="list-style-type: none">• Move oversized materials into flat files or oversized boxes.• Use letter size boxes for letter size documents• Divide materials in boxes with bulging sides into two boxes.• Use box spacers to fill in spaces in partially full boxes• Roll very large oversized materials around preservation quality tubes and store on shelves.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you provide additional supports for fragile or damaged materials?				<ul style="list-style-type: none">• Encapsulate fragile or damaged materials in plastic enclosures.•