

New York State Archives

Strengthening Archives

Assessment Objectives

- Your building is in good repair and regularly maintained to prevent emergencies.
- Your repository has a dedicated storage space with stable temperature and relative humidity.
- You regularly monitor environmental conditions in your storage space.
- Your storage space is regularly cleaned
- Your repository has a fire detection and suppression system.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you regularly monitor the temperature and relative humidity in your repository? Are your environmental conditions consistent and within established parameters?				<ul style="list-style-type: none">• Begin monitoring conditions in your storage room.• Purchase monitoring equipment to record temperature and relative humidity in your storage room.• Use recorded data to advocate for improved environmental controls.
Is your repository regularly cleaned? Is your building consistently inspected for damage?				<ul style="list-style-type: none">• Work with facilities staff to establish and implement a regular cleaning schedule.• Have professionals routinely inspect plumbing, electrical, and heating systems and make any necessary repairs.
Do you protect records in your repository from harmful UV light?				<ul style="list-style-type: none">• Use low UV output bulbs or install UV filters on any fluorescent lights in your repository.• Cover any windows to protect records from sunlight.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
				<ul style="list-style-type: none">• Turn of lights in your storage room when it is unoccupied.
Do you have fire detection and suppression systems in your repository?				<ul style="list-style-type: none">• Ensure you have smoke and heat detectors and they are consistently maintained.• Ensure you have fire extinguishers in your repository, they are regularly inspected and your staff is trained to use them.• Install a fire suppression system to protect records in the event of a fire.