

New York State Archives

Strengthening Archives

Storage Assessment Objectives

- Your records are stored on secure, appropriately sized shelving.
- Your shelves are made of materials that do not contribute to the deterioration of your records.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have adequate storage furniture in your repository?				<ul style="list-style-type: none">• Consider upgrading storage furniture to powder coated steel shelving• Seal wooden storage furniture to prevent off-gassing• Explore storage options for oversized maps, deeds, and architectural drawings.