

PRESERVATION SERVICES

provides a full menu of preservation activities



Hart InterCivic has the experience and expertise to restore, conserve, and protect your valuable historic archives.

CHALLENGE

Many county documents are decades, if not centuries, old. Deeds, conveyances, mortgages, road books, Photostat records, plats, Sanborn maps, civil docket books, case files—these irreplaceable records hold the story of your county's past. You know you should check out your library's condition, but time and resources delay starting a project of this scope.

While many of today's county records exist in digital formats, paper and microfilm are the media you rely on for long-term storage. It's a tough world for paper and microfilm, though. These archival workhorses are vulnerable to a multitude of environmental dangers. For paper, it's handling, heat, light, high or fluctuating humidity, insects, rodents, pollutants, acids, and oxidation. Microfilm's attackers include heat, high humidity, oxidizing and reducing gases, peroxide, chemical residue, and others. Have the years been kind to your paper-based and microfilm documents?

PROTECTING YOUR LEGACY

The deterioration of archival records can be arrested. An effective preservation program will prolong the usable life of your county's records. Such a program includes conservation activities to stop the physical and chemical decline of your records. Combined with the creation of a stable storage environment and other strategies, an effective preservation program can add generations to your records' life expectancy.

Hart InterCivic's Preservation Services offering provides a full menu of preservation activities that can be combined to customize a program for you. Services include:

- **Assessment** – Evaluation of the condition of your paper-based and microfilm records and their usage and storage environment.
- **Usage strategy development** – Recommendations about the best approach for providing appropriate public access to your records while protecting and preserving the originals.
- **Conversion** – Duplicating fragile documents to more stable media.
- **Repair** – Conservation activities to repair damage and deterioration caused by environmental factors.
- **Storage makeover** – Creation of a favorable storage environment that includes climate control, de-humidification, pest control, and the introduction of non-damaging storage housing.
- **Disaster recovery planning** – Development of a response plan to protect county archives from emergencies and disasters.

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WHAT'S THE PAYOFF?

You have many demands on your budget, your time, and your staff. What are the advantages of instituting a preservation program?

- **Prevention of further damage** – The longer the unfavorable conditions exist, the more time there is for deterioration to occur. If you intervene now, the quality and longevity of your records will be the best they can be.
- **Long-term cost savings** – It's cost-effective in the long run to address preservation issues sooner rather than later. The sooner you act, the smaller the job. If microfilm is left to deteriorate, for example, the process of reproduction from the original film becomes impossible. It is necessary at that point to re-scan or re-film the original paper documents, which can be a significantly more time-consuming and costly process.
- **Digital conversion preparedness** – If you, like many county officials, are preparing for a digital conversion of your historical documents, preservation streamlines that process.

DO IT RIGHT, OR NOT AT ALL.

Instituting a preservation program has far-reaching effects, so it's important you choose a partner with the knowledge and experience to do the job right.

Hart InterCivic has been a trusted partner with local governments since 1912. Our expertise is broad, with a particular focus on all aspects of records management. Our services and software assist local governments with the preservation, storage, and retrieval of critical public records. We have a long history and significant subject matter expertise in the areas of land/deed records, courts records, marriage licenses and applications, birth certificates, death certificates, and military discharge records.

BENEFITS OF HART'S SOLUTION

- Up-to-date equipment and materials for document repair, stabilization, archiving, and binding.
- State-of-the-art security systems and environmental controls.
- Continuously monitored temperature and humidity.
- Adherence to all American National Standards Institute (ANSI), Association for Information and Image Management (AIIM), and International Standards Organization (ISO) specifications.
- Member of the American Institute for Conservation (AIC).
- Kodak-certified microfilm laboratory.
- Microfilm handlers and processors trained and managed under strict ANSI, AIIM, and Kodak standards.