



KANSALLISARKISTO

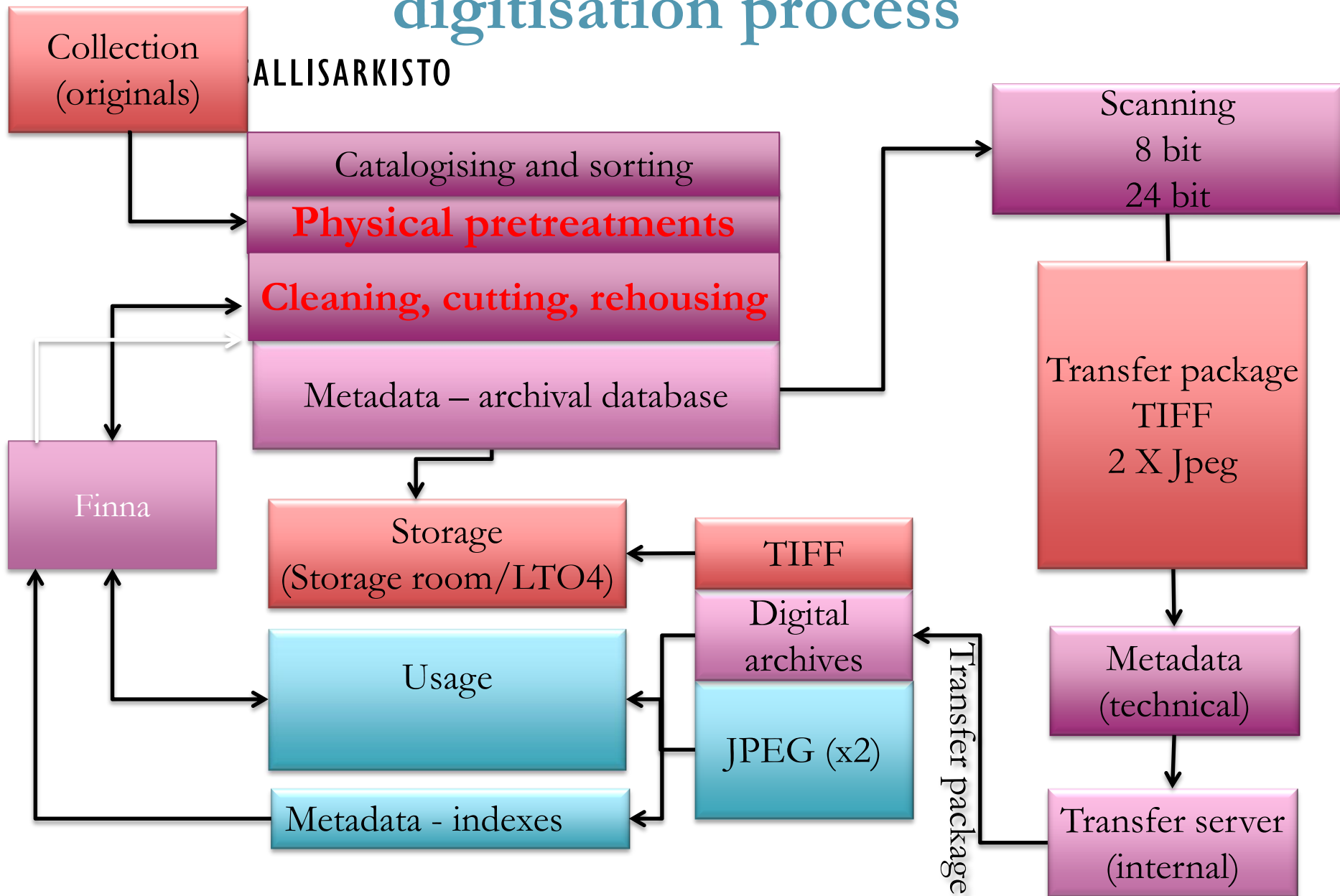
Pretreatments before digitization

National Archives of Finland 2017

István Kecskeméti, PhD,
Director

digitisation process

ALLISARKISTO



Conservation staff

Instructions for all preparation treatments

Conservation of maps and other collections with severe damages (mould, iron gall ink physical stabilisation, mechanical damages, fire damages)

Conservation of the cultural valuable collections

Rehousing

Other staff

Preparations of maps of relatively good condition

Cutting of bindings

Preparing of card collections

Preparing of loose sheet units

Rehousing



KANSALLISARKISTO

Conservation staff

In charge of creating instructions for both conserving and preparing collections:

INSTRUCTIONS FOR CONSERVING MAPS

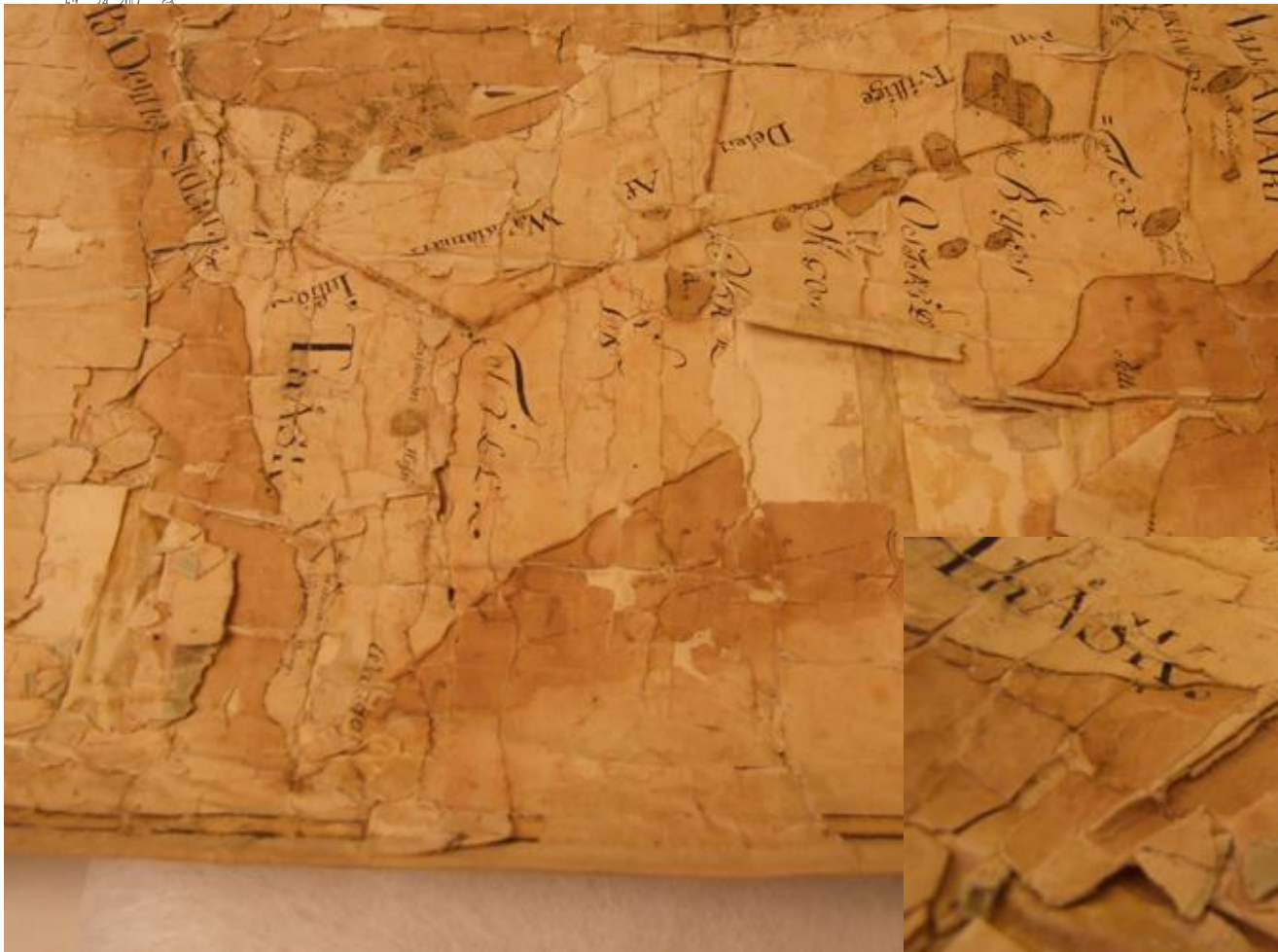
INSTRUCTIONS FOR PREPARING MAPS FOR
DIGITISATION

INSTRUCTIONS FOR PREPARING CARDS FOR
DIGITISATION

Available in EHC Drive folders (in Finnish)



Conservation of maps, minimum resources





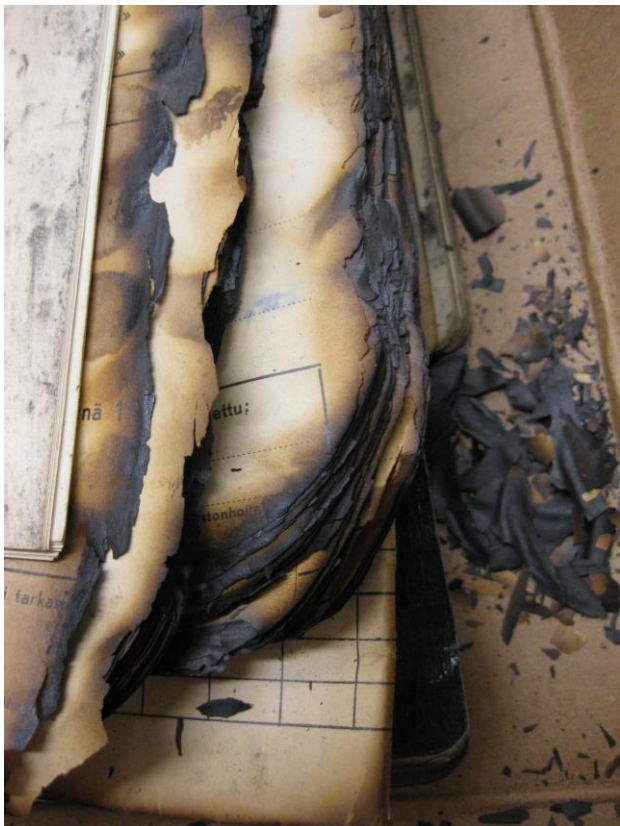


Dividing (not cutting) some of over sized maps ($> A0$)

- Scanning max A0
- Storage drawers max A0

	Conservation	Preparation for digitisation	Digitisation	Disposal	Storage and preservation
Cultural historic value	Yes	Yes	Yes - most	Never	Cold storage, storage materials
Information etc value	If needed (digitisation, exhibitions, condition)	Yes, physical character can be changed	Yes – those in most use	No	Normal storage, varying storage materials
Others in house up to 1975	Only if molded or in very bad condition	Yes, physical character will be changed	If interest for the information and resources	Yes after digitisation	Normal storage, various storage materials
New documents 1976-2016	No (only molded)	Yes	Yes	Yes after digitisation, about 80-890% of 150 shelv km	

Conservation staff, severe damages



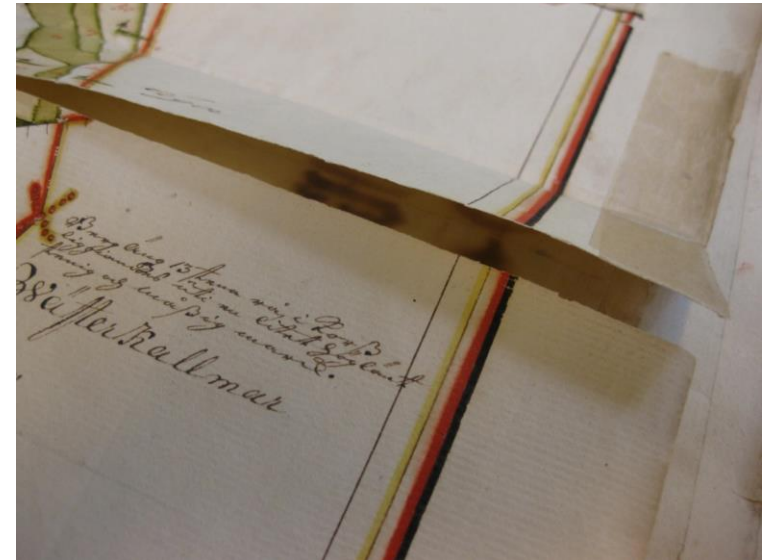
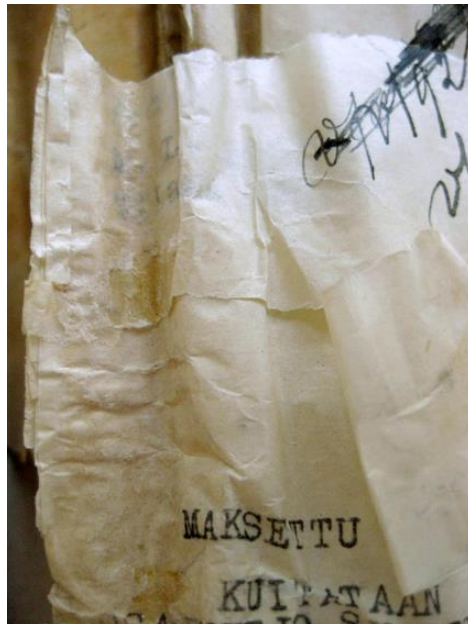
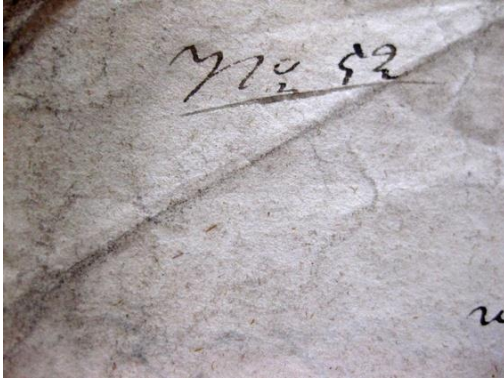
Heinolan kappeli PERUSKORTTI

Suku ja etunimi	P. S. Y. Y. Tauno Aulis		
Arvo, nimen tai nimi	tehdastyöläinen teollisuusavartija		
Syntyminen ja -paikka	29.12.1942, Pertunmaa	0959	Kansallisen arkiston silloin
Kuoliin (tek., vuosi)	(Pertunmaa)	tehtämissä	Avioehto naimaton
Vainon täydelliset nimet ja sukunimi ennen avioliittoa			
Vainon täydelliset nimet ja sukunimi jälkeen			
Ennen, 15 vuotta kuoliin, täydelliset nimet sekä syntyminen ja -paikka			
Muistilapsia	Pertunmaalta 8.11.60. 27.2.65.		

12.12.1942

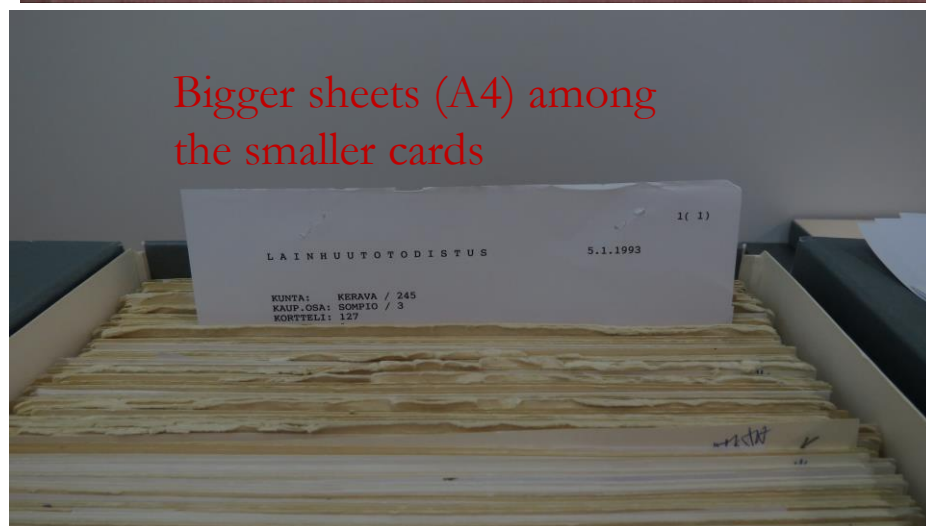
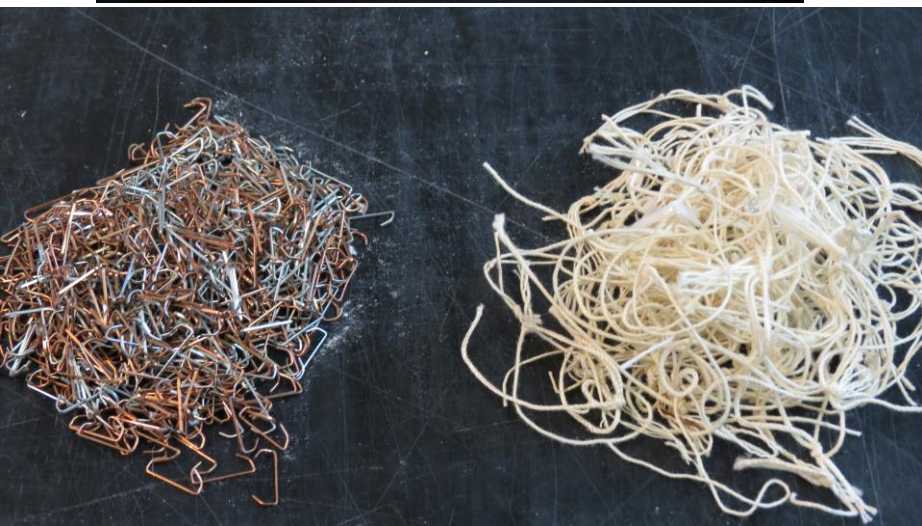
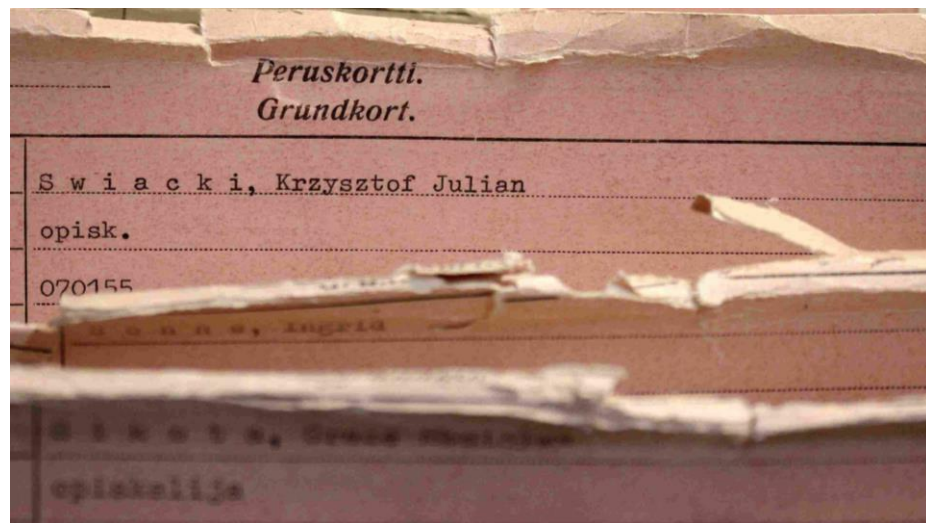


Other staff, basic treatments



Other staff, cards

Henkilökirjoitus vuosina:						
Sisä- osasto	Osoite	Posti- osasto	Sisä- osasto	Osoite	Posti- osasto	
1961	Kaukasmäki 6					
1. 1. 1962	S. 1962					
1962	Kaukasmäki 26					
1963	Kaukasmäki 36					
1964	Kaukasmäki 1					
1965	Kaukasmäki 27.8.13					
1966	S. 1966					
1967	Kaukasmäki 19					



Bigger sheets (A4) among
the smaller cards





istvan.kecskemeti@arkisto.fi

