



Latvijas Nacionālais arhīvs

# Manual of First Line of Conservation before Digitisation- National Archives of Latvia

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# Master copies are made for following types of documents:

- ☐ all audio-visual, audio and photo documents;
- ☐ unique or special valuable documents;
- ☐ textual documents, which is impossible to microfilm because of physical state or another technical incompatibilities (size, contrast of the text);
- ☐ documents written on parchment;
- ☐ graphical documents, which contains painted or full colour printed images, ornaments;
- ☐ documents in which colourful notes or signatures shows priority or recognition of it;
- ☐ documents with huge physical damage or loss of information due decay, in order to prevent usage of original document and to get copy with informative content as possible;
- ☐ artefacts;
- ☐ copies which are created during project and/or during client orders and corresponds to requirement of master copies and if whole original file is scanned





# Access copies are made for following types of documents:

- ☐ often used documents;
- ☐ documents which are used to create digital exhibition and/or publication;
- ☐ unbounded/ dismantled documents due restoration process and/or to documents with difficult restoration level;
- ☐ microfilms;
- ☐ copies which are created during project and/or during client orders and corresponds to requirement of access copies and if whole original record is scanned



# Processes are described for following document groups:

- ☐ Textual documents
- ☐ Photo documents
- ☐ Microfilms
- ☐ Audio documents
- ☐ Audio-visual documents



# Stages of the creation of the digital copies:

- ☐ preparation of original document/record; **A**
- ☐ pre-process of original document/record; **C**
- ☐ scanning or photographing of original document/record; **O**
- ☐ file processing; **O**
- ☐ quality control; **O+IT**
- ☐ metadata assignment; **O+A**
- ☐ creation of access copy; **O**
- ☐ post-processing of original document/record; **C**
- ☐ delivery of created files. **IT**

*A – archivist*

*C – conservator*

*O – operator*

*IT – IT specialist*



# Preparation of original document /record

- ☐ Control of original document/record;
- ☐ Page numbering;
- ☐ Preparing of metadata (title, date etc);
- ☐ Preparing orders

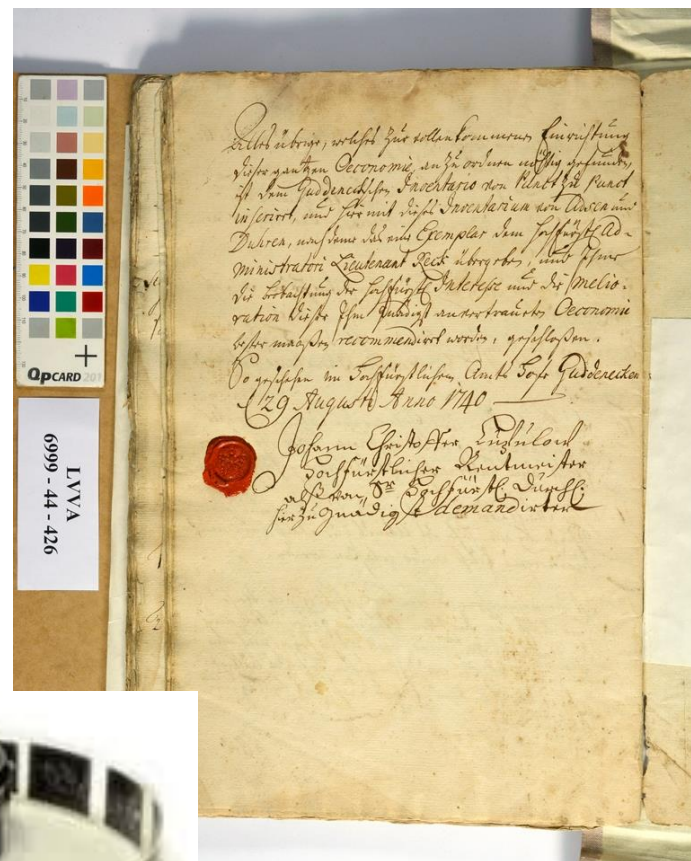




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# Pre-process of original document /record

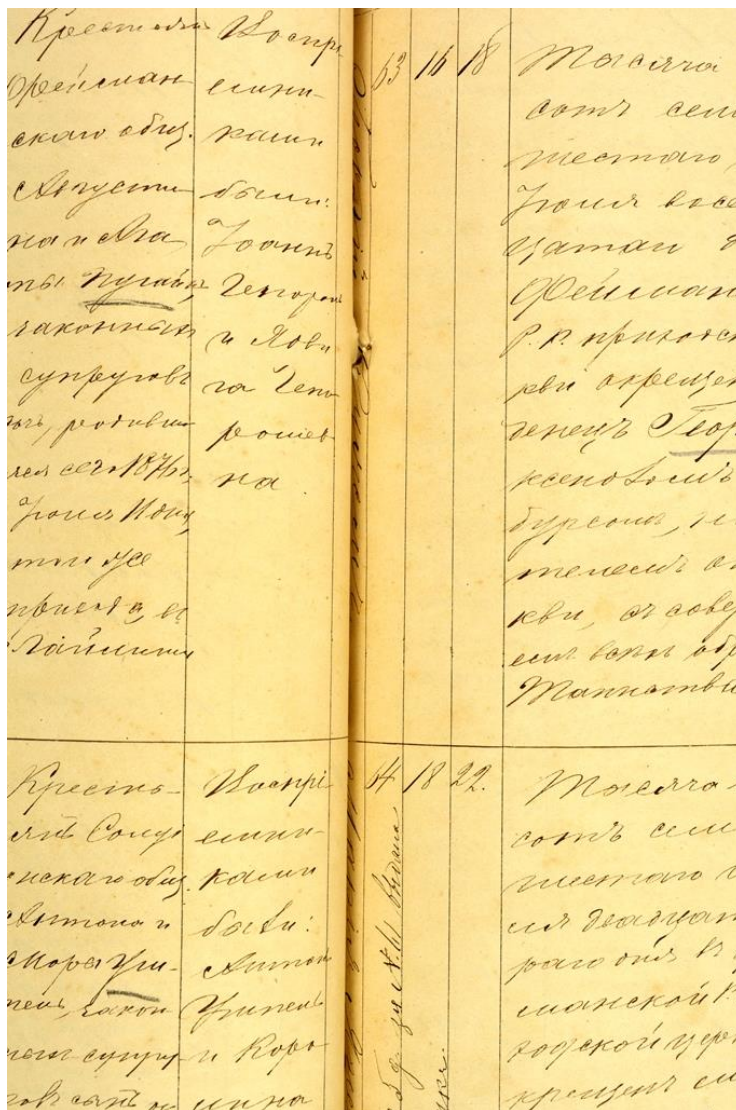
- ☐ Textual documents;
- ☐ Photo documents;
- ☐ Microfilms







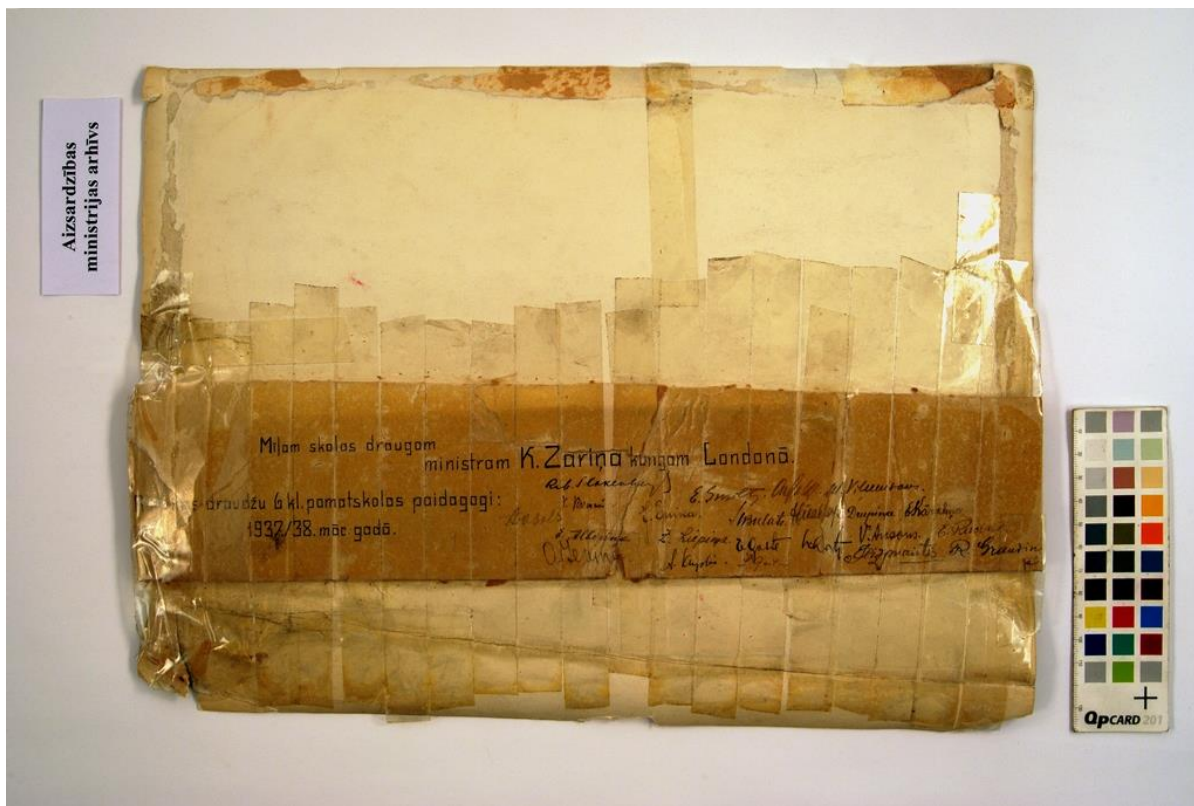
# Processing of textual documents are being processed if the original document I



- is deeply sewn/tied (up to three hidden characters or data loss may result significant distortion in perception of text)



# Processing of textual documents are being processed if the original document II

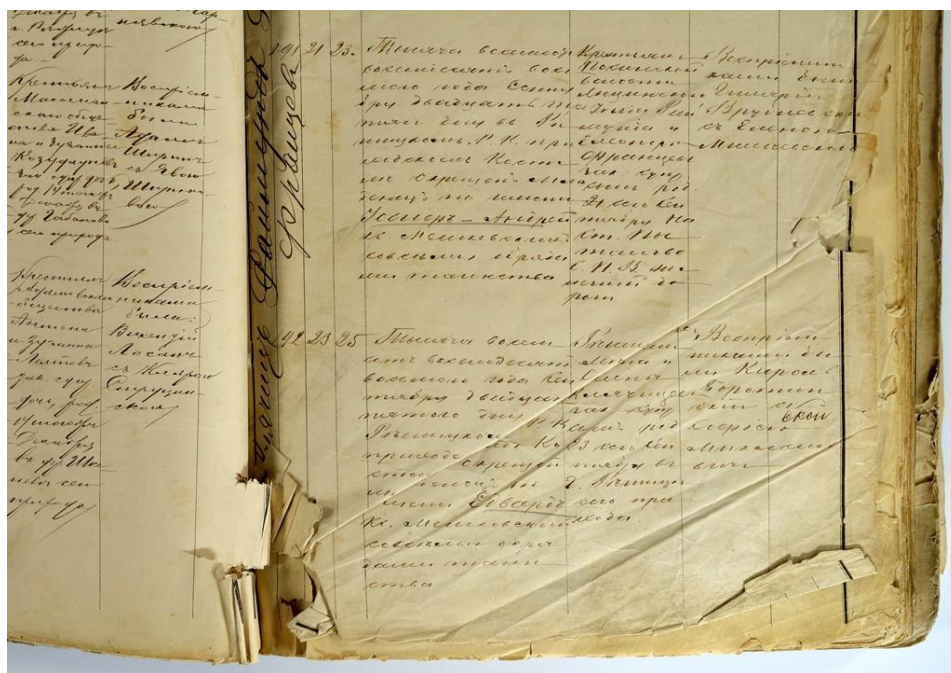


- contains staples, paper clips, stickers, and nested objects, which obscure the content of the document



# Processing of textual documents are being processed if the original document III

- physically damaged – the tears started from 1.5 cm, creased parts, wrinkled, curled, brittle or with separation/torn into several pieces

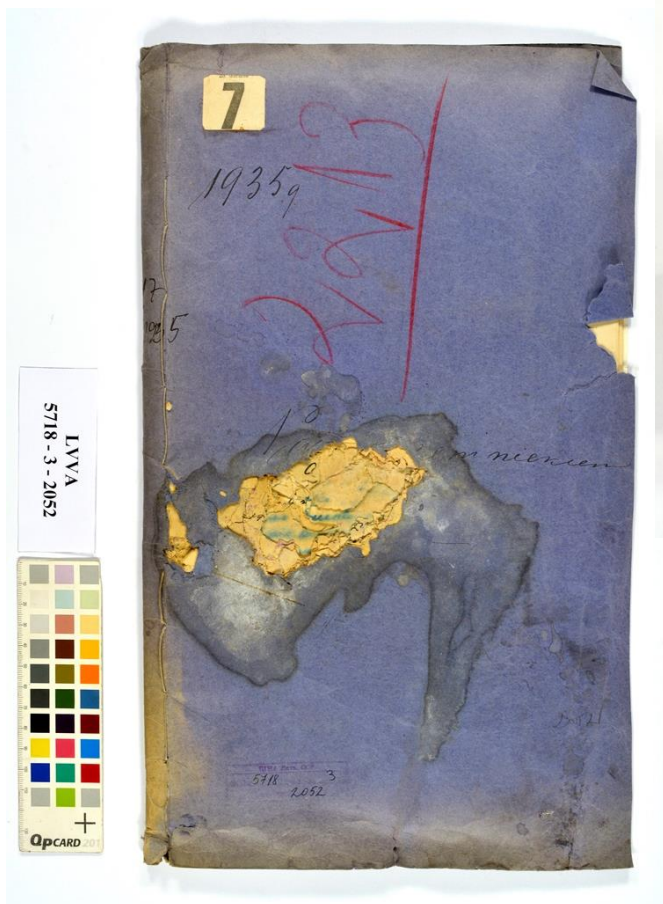






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# Processing of textual documents are being processed if the original document IV



- ☐ biologically damaged – alive mold, growths, sticking;
- ☐ burned
- ☐ dirty (dust, soot)



# Processing of textual documents I

Depending on the condition and status of the record, primary processing includes the following processes:

- ☐ disinfection,
- ☐ cleaning from dust,
- ☐ unbinding the original document/record,
- ☐ conservation or restoration.





# Processing of textual documents II

Unbinding the original document /record –

- ☐ easy to unbind;
- ☐ if the binding is not artistically or historically valuable - loose-leaf binder;
- ☐ thin (up to 200 pages) side-stitching;
- ☐ archive non-sealed stitching





## Processing of textual documents III

- ❑ Unique and especially valuable original documents, as well as the original documents, which exceeds 200 pages, unbinding is prohibited, in order not to impair their physical condition;
- ❑ In some cases, in order to create archives security copies fond (collection), with the assessment of the Restoration Council of the National Archives of Latvia (which is documented in the meeting protocol) it is allowed unbind some exceptional bindings;
- ❑ Documents which are in restoration process, are digitized before the binding will be created again







# Postprocess of textual documents

After copies creation and technical control, the original files must be:

- ☐ examined;
- ☐ re-bounded as far as possible without increasing the size;
- ☐ or placed in banded folders;
- ☐ placed in to the boxes





# Pre-process and postprocess of microfilm

- ☐ checking of beginning and ending of films;
- ☐ checking of emulsion layer placement;
- ☐ rewinding of film if necessary



- 3 -

посевы в среднем на 90 гектаров только за один 1952 год. Особенно значительно возрастут посевы наиболее ценной продовольственной культуры - пшеницы, посеваемая площадь кок-саузы увеличится в два с половиной раза. В два раза расширятся площади под силосными культурами, на 40 % - под многолетними травами и на 37 % - под кормовыми корнеплодами.

Урожай зерновых культур с каждого гектара по плану должен составить не менее 17-18 центнеров, овесом - не менее 200, картофеля - не менее 160, льноволокна - не менее 4 центнеров с гектара. Если учесть, что во многих колхозах урожай в прошлом году составил 7-8-9 центнеров, то факти колхозам должен возрасти не менее колхозам должны дать при нении с прошлым годом, не -8-1 задачи неслетая, и высокий уровень благоприятных погодных усл

Урожай овса ни должен составить не менее 33 центнеров не естотиров с каждого гектара урожай колхозов в 1951 году на колхозах с тиров, то и здесь урожай должен быт кормов необходимо заготовить чем в 1951 году.

Государственным планом площадь крупного рогатого скота не на каждую фуражную корову - по сравнению с фактическим уд



# Future😊

- ❑ At the moment we are waiting for chapters about processing of audio and audio-visual documents which are created by colleagues from the Archive of Audio-visual Documents;
- ❑ we hope to finish the rules till the end of summer



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**Thank you for your attention!**