



ARCHIVO E HISTORIA CANCEN REV. EDGAR AVITIA LEGARDA

Duties of the Archivist of *Archivo e Historia CANCEN*:

- Shall hold a degree in history/historian or library science with specialization in archivist studies.
- Shall be responsible for collecting, systematically organizing, ensuring proper storage and preservation of historical records.
- Shall create a bibliographic catalog with call numbers that allows searching by title, author, subject, or year in order to facilitate access and availability for research.
- Shall ensure that all current and future documents are digitalized and included in the bibliographic catalog.
- Shall evaluate or coordinate the valuation process with specialists in the matter, to determine the value of historical documents for insurance purposes, if needed.
- Shall be responsible for searching requested information by official entities within 6 business days so that a designated member of the commission can respond no later than 10 business days of the requested information.
- Shall possibly be asked to participate in conferences or training sessions as these emerge.

When archiving historical documents, you should use archival containers, acid-free materials, and temperature-controlled storage to protect them. You should also keep them in a cool, dry, dark place away from direct sunlight.

Archival containers:

- Use acid-free boxes, folders, or sleeves.
- Use preservation-grade polyester, polyethylene, or polypropylene.
- Avoid plastic enclosures made from polyvinyl chloride (PVC).
- Store items in boxes on metal shelves.

Temperature and humidity:

- Keep the temperature below 75°F / 24°C.
- Keep the relative humidity below 65% to prevent mold and insects.
- Avoid very low relative humidity, which can make documents brittle.

Light:

- Keep items out of direct sunlight, which can cause fading or yellowing.

Other protections:

- Label files, folders, and boxes clearly.
- Remove damaging fasteners like staples, paper clips, and rusted pins.
- Replace unstable materials for stable replacement materials.
- Check for pests like silverfish.
- Store items in a cool, dust-free environment.