

# Preservation Concerns Identified in ODRA

Location: F\_\_\_\_ R\_\_\_\_ U\_\_\_\_ S\_\_\_\_ TRIM No.: \_\_\_\_\_

Item Description \_\_\_\_\_ Item Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## Condition Problems:

- ◆ tears / losses
- ◆ mold/insect damage
- ◆ damaged binding
- ◆ solied/stains
- ◆ media: faded/bleeding
- ◆ fastener damage
- ◆ foxing
- ◆ distorted / rolled / folded
- ◆ other
- ◆ brittle paper

## Container Type:

- ◆ record storage box
- ◆ file cabinet
- ◆ document box
- ◆ map case
- ◆ other box
- ◆ bundles
- ◆ folder
- ◆ none

**Condition of Container:**      ◆ good      ◆ fair      ◆ poor

**Frequency record is pulled:**      ◆ high      ◆ medium      ◆ low

**Does item exist in another format:**      ◆ yes      ◆ no      ◆ don't know

**Conservation priority:**      ◆ high      ◆ medium      ◆ low