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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 42468.2-2023

**Specifications for rescue and restoration of paper archives -
Part 2: Surveys of preservation conditions**

纸质档案抢救与修复规范 第2部分：档案保存状况的调查

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Foreword

This document was issued on 17 March 2023 by the State Administration for Market Regulation; Standardization Administration of the PRC and takes effect on 1 October 2023.

It is a GB/T standard: recommended rather than compulsory, but it is the text a Chinese reviewer applies when assessing a submission.

It is classified under ICS 01.140.20, Chinese classification A14.

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for Standardization Work Part 1. Structure and Drafting Rules for Standardization Documents" drafting.

This document is the second part of GB/T (Z) 42468 "Paper Archives Rescue and Restoration Specification". GB/T (Z) 42468 has been issued

The following sections.

- Part 1. Classification of damage levels;
- Part 2. Investigation of archives preservation status;
- Part 3. Repair quality requirements;
- Part 4. Repair operation guide.

Please note that some contents of this document may refer to patents. The issuing agency of this document assumes no responsibility for identifying patents.

This document is proposed and managed by the State Archives Bureau.

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Introduction

The paper archives rescue and restoration specification is to improve the restoration level of paper archives, and it is necessary to concentrate efforts to rescue and repair damaged or endangered paper archives.

Archives are important. GB/T (Z) 42468 "Paper Archives Rescue and Restoration Specification" aims to guide the science of paper archives rescue and restoration

Management is composed of 4 parts.

--- Part 1. Classification of damage levels. The purpose is to classify and grade the damaged paper archives, which can be used for formulating repair protection plan for reference.

--- Part 2. Investigation of archives preservation status. The purpose is to comprehensively understand and grasp the status quo, degree of damage, and

Library conditions and management.

--- Part 3. Repair quality requirements. The purpose is to establish quality standards for the restoration of paper archives and avoid damage to paper archives during the restoration process.

cause secondary damage.

--- Part 4. Repair operation guide. The purpose is to standardize the process and operation of paper archives restoration and ensure the quality of paper archives restoration.

Specifications for rescue and restoration of paper archives

Part 2. Investigation of the Preservation Status of Archives

1 Scope

GB/T 42468.2-2023 covers the survey that has to come before any paper archive is repaired. Clause 4 divides what is recorded into three: the physical condition of the holdings - carrier and handwriting type, form of record, storage location and outward appearance;

the conditions the documents are kept in; and the milestones of rescue and protection work already carried out. Clause 5 sets the survey methods, letting an institution choose between a census of everything it holds, a sampling survey, and a focused investigation of the parts known to be at risk, with the timing and frequency of each decided by the unit itself. Terms are shared with the other parts of the series and with the archival and cultural heritage standards it references. Restoration capacity is always smaller than the damage in front of it. Paper decays quietly - acid embrittlement, fading ink, mould, insects - and a repository that has never counted its damaged volumes cannot say which ones will become unreadable first, cannot plan a workshop's year, and cannot argue for a budget. A survey turns a vague worry into a list that can be put in order. Part 2 of the GB/T 42468 series, for archives at every level and for other institutions holding paper records.

This document specifies the contents and methods of investigation of the preservation status of paper archives.

This document is applicable to the investigation of the preservation status of paper archives by various archives at all levels and other paper archive preservation institutions.

2 Normative references

The contents of the following documents constitute the essential provisions of this document through normative references in the text. Among them, dated references

For documents, only the version corresponding to the date is applicable to this document; for undated reference documents, the latest version (including all amendments) is applicable to

this document.

GB/T 42468.1 Paper archives rescue and repair specification Part 1. Classification of damage levels

GB/T 42468.3 Rescue and Restoration Specifications for Paper Archives Part 3. Restoration Quality Requirements

DA/T 1 Basic terminology of archival work

DA/T 61 Classification and Diagram of Diseases of Paper Archives in Ming and Qing Dynasties

WW/T 0026 Classification and diagram of diseases of paper cultural relics in collections

3 Terms and Definitions

GB/T 42468.1, GB/T 42468.3, DA/T 1, DA/T 61, WW/T 0026 and the following terms and definitions apply

in this document.

3.1

charring

Due to smoke and burning, the materials made of archives are dehydrated, and the rapid aging turns brown, and in severe cases, it turns black.

3.2

rust corrosion by rust

Due to the corrosion of the metal binding, the performance of the material made of the file is reduced, and even slag, perforation, and tan phenomenon appear.

4 Investigation of archives preservation status

4.1 The status quo of archival physical preservation

The main purpose of the physical investigation of the archives is to understand the appearance and preservation conditions of the archives carrier and handwriting type, record form, storage location, etc.

The investigation time and frequency of each item shall be decided by each unit according to the situation. For the basic information of the archives and the survey form of the appearance of the archives, see

Table 1, see Table 2 for the questionnaire on the status quo of paper preservation in the roll.

The investigation of the current situation of archives entity preservation mainly includes the following contents.

- a) the time the file was created,
- b) file source,
- c) paper type,