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

GB/Z 42468.4-2023

**Specifications for rescue and restoration of paper archives -
Part 4: Guidelines on restoration**

纸质档案抢救与修复规范 第4部分：修复操作指南

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Table of Contents

1 Scope	1
2 Normative references	1
3 Terms and Definitions	1
3 Repair process	2
12 Record repair log	9
1 Main flow chart of paper archive restoration	3

Foreword

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 part 4 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: This document was drafted by: Central Archives (National Archives Bureau), Renmin University of China: The main drafters of this document: Huang Lihua, Zhang Meifang, Li Bing, Lu Xiaofang, Cao Jiani, Song Xin, Zhao Peng, Xu Jiaquan, Liu Weimin, Qin Rui, Wang Yaya, Yu Chen:

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 4: Restoration Operation Guide

1 Scope

This document gives guidance on the restoration of paper archives: the principles that govern the intervention, the sequence in which it is carried out, and the methods available at each step. It applies to the work of archive institutions. Paper conservation is a discipline where the wrong repair is worse than no repair - an adhesive that yellows, a lining that shrinks, a bleaching step that weakens the sheet. What a national specification adds is the agreed order of operations and the boundary of what a technician may do without a conservator, which is what makes the work repeatable across hundreds of provincial archives. Issued on 17 March 2023 by SAMR and SAC as a guiding technical document, in force from 1 October 2023, under the technical jurisdiction of the National Archives Administration. Part 4 of the GB/Z 42468 series on rescuing and restoring paper archives.

This document establishes the principles and basic guidelines for the restoration of paper archives, as well as the restoration process of preparation before restoration, restoration implementation, and post- restoration work procedure, describing the repair method: This document is applicable to the restoration 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 11821 Photo file management specification

GB/T 11822 General Requirements for File Composition of Science and Technology Archives

GB/T 18894 Specifications for Electronic Document Filing and Electronic Archives Management

GB/T 32004 Requirements and test methods for durability and durability of writing, printing and copying on information and literature paper GB/T 42468:

1 Paper archives rescue and repair specification Part 1: Classification of damage levels GB/T 42468:

2 Rescue and Restoration Specifications for Paper Archives Part 2: Investigation of Archives Preservation Status GB/T 42468:

3 Rescue and Restoration Specifications for Paper Archives Part 3: Restoration Quality Requirements DA/T

3 Terms and Definitions

The terms and definitions defined in GB/T 32004, GB/T 42468:1, GB/T 42468:2, GB/T 42468:3 and DA/T 1 apply to this document:

4 General

1 Restoration principles File restoration should follow the following principles:

---Keep the original appearance of the file;

--- Minimal intervention;

--- Suitability: