

Procedures for physical storage of recordings

The following outlines the storage of CD's created as part of the Langley Centennial Museum's audio digitization project. The cases mentioned are archival-quality cases purchased through an archive supplier.

1. Reference copy – label reference CD with number of interview (i.e. SR-173) and “Reference” and store in one-piece CD case. Label the case with mylar-backed label, using a Sharpie pen, with the interview number. Store in order of interview number with other reference CD's.
2. Preservation copy – label preservation CD with number of interview (i.e. SR-173) and “Preservation” and store in CD case with copper insert. Label the case with mylar-backed label, using a Sharpie pen, with the interview number. Store in order of interview number with other preservation CD's.
3. Transfer cassette to archival cassette case, and label with mylar-backed label, using pigma pen, with interview number. Store with other cassettes in archival boxes, without the paper case insert. If the case insert has useful information on it, it can be stored in the file for the recording.