



**All is not lost!**

# Steps for dealing with flood affected records

The first 2 days is said to be the golden time for salvage before mould makes it more complicated. But even if this is not possible, and your records look horrendous, don't despair they may still be recoverable and if not, there are processes available to deal with them. See below for the steps to follow.

**Authorisation.** Ensure you have clearance to enter and access your office/records area. In some instances, you will need to have authorisation from the current emergency control organisation.

**People safety is vital.** Check for any current warnings or notices from local emergency and health authorities.

Make sure that you are wearing appropriate Personal Protective Equipment (PPE) such as masks, gloves, foot, eye and clothing protection. Adhere to any directions from your WH&S unit

**Important reminder:** Queensland Health often provides essential information regarding potential infections and health concerns that may arise from contact with contaminated waters. Please take this into consideration before attempting any salvage work

**Assess the damage.** If it is possible, try to determine the following:

- ◆ Type, date and number of records  
e.g. 2 boxes – 1974 building maintenance files
- ◆ Retention status (if known)
- ◆ Are they mouldy
- ◆ Type and extent of damage e.g. mud/flood water/rainwater, whole basement/portion of secondary storage facility
- ◆ Are they originals or duplicates (is information available from other sources)

**Document.** Photograph the records and contact Queensland State Archives' preservation staff so they can review and provide advice on potential salvage or determine if they are unrecoverable. At this point there are several questions that will need to be evaluated!

