

CHECK LIST FOR IDENTIFICATION OF DETERIORATION IN RECORD

Identification of various factors responsible for the deterioration of record

A. Physical factors

- 1) Paper becomes yellowish colour and loses its flexibility tends to crumble on touch folding due to cyclic changes in physical factors.
- 2) Bleeding of the writing ink due to high moistures.
- 3) Fading of the writing of documents due to physical factors.

B. Chemical factors

- 1) Paper becomes fragile, brittle and charred reduce to dust.
- 2) Due to acidic ink the letter totally cut out from that area and surroundings becomes black.

C. Biological

- 1) Greenish, brownish, blackish etc. Foxing marks it indicates the fungus effect.
- 2) Pin holes from top to bottom in document it indicates affected by book worm.
- 3) Brown eggs it indicates cockroaches has infected the documents.
- 4) Small dust particle types present in document it also indicates document affected by macro-organisms.
- 5) Scratches on document and ivories and binding cloth it seems document affected by silver fish.
- 6) Termites, Rodents, Cockroaches are cellulose feeder and eat a whole portion of the document in irregular shapes.
- 7) Tunnels with muddy depositions shows effect of termites.

D. Deposition of the dust particles, attachment of the cello tapes and paper pins etc. shows negligence's of the record dealing persons.