

# Standard Operating Procedure

## How to Process Analog Media

In processing a box of records, old or new, you may come across photographs, slides, audio cassettes, video tapes, etc. filed among paper documents. To ensure the long-term preservation of these items, they will need to be stored in a climate-controlled environment. This procedure applies **only** to those pieces of analog media that are subject to retention.

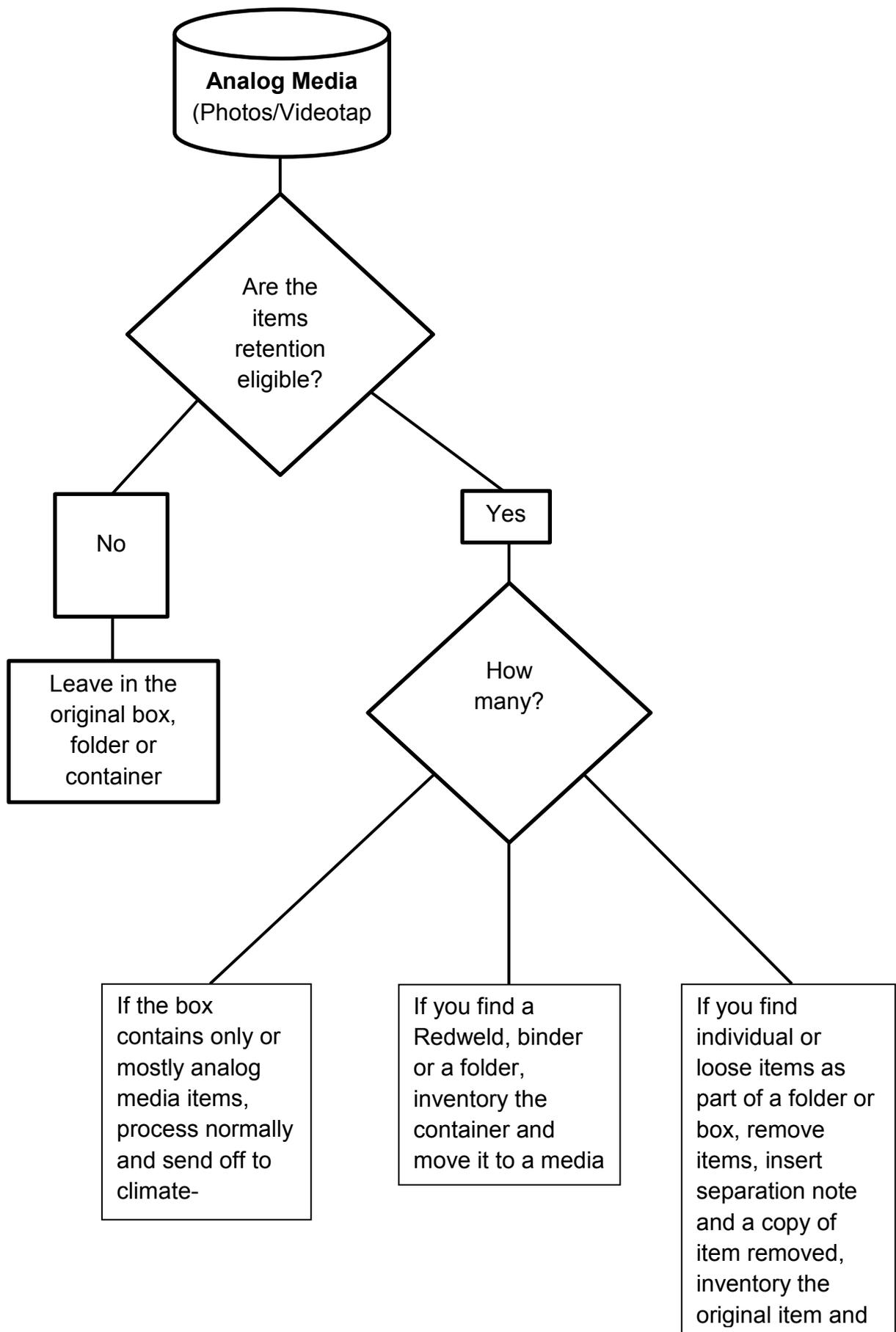
### Procedure

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1. If a box contains only or mostly analog media (e.g., an entire box of photographs), inventory the box according to the standard patterns. Once the box has been processed, it will need to be sent to climate-controlled storage.
2. If a box contains a full folder, Redweld or binder of photographs or slides, inventory the folder according to the standard patterns, but remove the folder from its original box. Move the folder to a media box to be stored in climate-controlled storage.
3. If a box or folder contains loose or individual items of analog media,
  - a. Inventory folder which contained the item
  - b. Make a surrogate (photocopy) of the analog media item
  - c. Inventory the original analog media item as a new folder and move it to a media box to be stored in climate-controlled storage
  - d. Complete the Separation Note form
  - e. Insert Separation Note and surrogate copy in the folder

### Notes

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## Records Management Separation Sheet

To ensure the long-term preservation of photographs, video tapes, slides, and other analog media types, the following items were removed from this folder and are now kept in a climate controlled environment. If you would like to access the original items, please contact Records Management at [recordsmanagement@edc.nyc](mailto:recordsmanagement@edc.nyc).

Type of Item (photograph, video cassette, audio tape, etc.):

Brief Description:

New Location:

Folder Barcode Number:

Box Number:

Separation Date:

Separated by (initials):