



MINNESOTA HISTORICAL SOCIETY

RECORD ALBUMS

(Vinyl, Shellac and Acetate Discs)

Priority: Dry within 48 hours. Freezing is untested; if there are no options, freeze at above 0° F (-18° C).

Handling Precautions: Hold discs by their edges. Avoid shocks.

Packing Method: Pack vertically in padded plastic crates.

Supplies Needed

padded plastic crates
distilled water

grease pencil
blotting materials

Kodak Photo Flo Solution

Preparation For Drying: Remove the discs from their sleeves and jackets. If labels have separated, mark the center of the disc with a grease pencil and keep track of the label.

Separate shellac, acetate and vinyl discs. If dirt has been deposited on the discs, they may be washed in a 1% solution of Kodak Photo Flo in distilled water. Each disc media should be washed in its own container (ie. do not wash shellac discs with vinyl discs). Rinse each disc thoroughly with distilled water.

Drying Methods: Jackets, sleeves, and labels may be air dried like other paper materials. See **PAPER: COATED** and **PAPER: UNCOATED**.

Air dry discs vertically in a rack that allows for the free circulation of air. Dry slowly at ambient temperature away from direct heat and sources of dust.