

Inventory and Tracking Procedures

Iraqi Jewish Archive Preservation Project National Archives and Records Administration

IJA Materials will be individually tracked throughout the course of the project using their IJA numbers. They may only be stored in the following locations:

- B715
- Conservation Lab 1400
- Imaging Lab B411
- On exhibit

The following paper forms will be used to track IJA materials through the course of this project.

In/Out Card:

- Kept in the box.
- It lists each item originally found in the box with initials indicating when it was removed (and perhaps temporarily returned).
- Before placing the card in the box, the contents of the box will be reviewed to ensure completeness.
- If a discrepancy exists between the expected box contents and the actual box contents, the person doing the review will make a note of the discrepancy to follow up on later.
- The person doing the review will initial the line at the top of the form.
- At the end of the project we will have 241 empty boxes containing just this piece of paper.
- Each card will have been completely filled out, indicating when each item was individually signed out.

B715 Custody Log:

- Kept in B715.
- It is a binder listing each item by IJA number (in order) with space for a person to date and initial when signing an item out or signing an item back in to B715.
- If something has never been signed out of B715, it will be in its box.
- If something has been signed back in to B715, it will either be in its box or on the staging shelf.

1400 Custody Log:

- Kept in 1400.
- It is a binder listing each item by IJA number (in order) with space for a person to date and initial when signing an item into the 1400 lab and out of the 1400 lab.
- When items are signed out of the lab, there is a space to indicate where they were sent.
- Items never having been signed into 1400 will be in B715.
- Items signed out of 1400 will be in B411 or B715.

Imaging Custody Log:

- Kept in Imaging Lab (B411).
- It is a binder listing each item by IJA number (in order) with space for a person to date and initial when signing an item into the imaging lab and out again after it has been quality controlled.
- When items are signed out of the lab, there is a space to indicate where they were sent.
- Items signed out of B411 will typically be returned to B715.

Work Ticket:

- Kept with the item at all times.
- It identifies the object and is used to record steps completed, collect data for later entry into the database, and share information between team members.
- At the end of the project, we will have 3846 Work Tickets that will be filed at NARA and/or returned to Iraq with the last shipment.

In addition, we will fill out:

- Daily Access Log for B715.
 - Kept in B715.
 - Records when team members enter and exit the room.

Rules for B715:

- We will work in teams of at least two while in B715 (the buddy system) per NARA security requirements.
- Everyone accessing B715 will sign the daily access log when they arrive and depart the space.
 - Workflow (in black)
 - Tracking (in blue)
 - Database (in green)

(does not include B715 daily log or digital tracking through SharePoint)

Materials that are not being digitized

- Generate a preliminary list of items for each pull group based on criteria in the database and print a work ticket for each item in the pull group. (DH)
 - [Tracking: Work Ticket forms.](#)
- Go to B715 and retrieve the selected items. (AF/KK/MW/PB)
 - [Tracking: in/out card from each box, and B715 custody log, match up work tickets to objects.](#)
- Bring items to 1400. (AF/KK/MW/PB)
 - [Tracking: 1400 Custody Log.](#)
- IJA objects brought to the lab will remain sealed in their paper wrappers until in a dedicated hood so as to minimize the spread of mold and debris. The alkaline tabs with IJA numbers currently enclosed with the objects will remain with the objects.
- Rehouse the materials. Collect binding information and photograph annotations. (MW/PB) Untreated objects will be measured in a controlled manner so as to not spread debris or mold in the lab.
 - [Database: enter rehousing and binding information into database.](#)
[Rename and upload photographs from camera.](#)
- Catalog each item. Dina may choose to re-route items to the imaging work flow. (DH)
 - [Database: enter bibliographic updates into database.](#)
- Label the boxes and folders. (MW/PB)
- Return completed materials to the staging area of B715. (AF/KK/MW/PB)
 - [Tracking: 1400 Custody Log, and B715 Custody Log.](#)
- When it is appropriate to return objects to Iraq, team members will pack items in crates and prepare the crates for shipping. (AF/KK/MW/PB/Art Handlers)
 - [Tracking: collect Work Tickets.](#)
- Ship. (MLR, SM, DH)
 - [Tracking: Work Tickets.](#)
 - [Database: enter updates into database.](#)

Materials that are going to be digitized

- Generate a preliminary list of items for each pull group based on criteria in the database, and print a work ticket for each item in the pull group. (DH)
 - [Tracking: Work Ticket forms .](#)
- Go to B715 and retrieve the selected items. (AF/KK/MW/PB)
 - [Tracking: in/out card from each box, and B715 custody log, match up work tickets to objects.](#)

- Bring items to 1400 (AF/KK/MW/PB)
 - [Tracking: 1400 Custody Log.](#)
- IJA objects brought to the lab will remain sealed in their paper wrappers until in a dedicated hood so as to minimize the spread of mold and debris. The alkaline tabs with IJA numbers currently enclosed with the objects will remain with the objects.
- Sort the materials based on needs for mold removal and treatment. (AF/KK)
- Conservation treatment - mold removal, flattening, mending, etc. (AF/KK/MW/PB)
- Rehouse the materials. Collect binding information. (MW/PB)
 - [Database: enter treatment, rehousing, and binding information into database.](#)
- Prepare materials for imaging. (AF/KK)
- Catalog each item. Dina may choose to re-route items to the box only work flow. (DH)
 - [Database: enter bibliographic updates into database.](#)
- Label the boxes and folders. (MW/PB)
- Bring materials to the Imaging Lab.(AF/KK/MW/PB) They will then be logged into B411 by Imaging Specialists. (ND/JS)
 - [Tracking: 1400 Custody Log.](#)
- Image selected items in B411. Materials will be stored in designated staging area inside room B411. If it is necessary to use outside equipment (e.g. Cruze scanner), at least one imaging staff member will accompany the object at all times while it is outside of B411. (ND/JS/NW/RS/CH)
- Upon completion of imaging, the Conservation Team signs items out of B411 and returns them to B715. (AF/KK/MW/PB)
 - [Tracking: B411 Imaging Custody Log, B715 Custody Log.](#)
- Exhibition of selected items. (Curator)
 - [Tracking: Custody logs, Exhibition Curatorial paperwork and Work Tickets.](#)
 - [Database: enter updates into database.](#)
- Pack items in crates and prepare the crates for shipping. (AF/KK/MW/PB/Art Handlers)
 - [Tracking: collect Work Tickets.](#)
- Ship. (MLR, SM, DH)
 - [Tracking: Work Tickets.](#)
 - [Database: enter updates into database.](#)