

# Preparation of records: photographs, negatives and glass plates

Photographs, negatives and glass plates should never be handled without gloves.

The repair of photographs should not be undertaken.



Unprotected photographic material should always be handled with gloves.



Photographs should be lightly endorsed with The National Archives' file reference in HB pencil on the reverse before being inserted into polyester enclosures.



Photographic material should be placed in individual polyester enclosures.



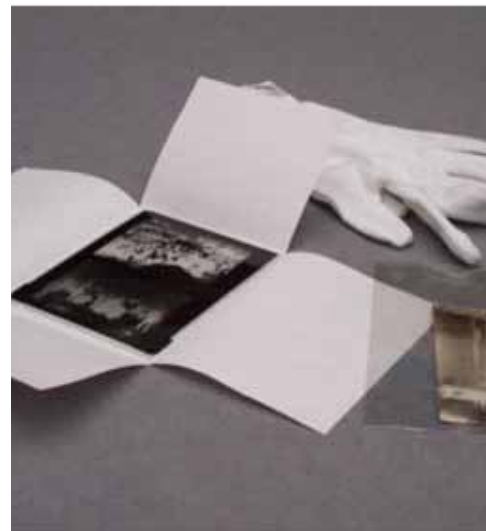
Files that contain photographs that may be of a distressing nature should have a warning sticker placed on the front of the file cover.



A collection of photographs of a distressing nature may be placed in an acid-free envelope carrying a warning label. This envelope may then be tagged into the file as normal, ensuring that the contents may be removed while the tag is in place.

If a file contains photographs of a distressing nature it is important that a warning is provided either on the front of the file (when such pictures are frequent) or alternatively single photographs should be enclosed within an opaque acid-free envelope stating:

**'WARNING! THIS FILE/ENVELOPE CONTAINS PHOTOGRAPHS WHICH ARE OF A DISTRESSING NATURE'** supplied by your representative from The National Archives.



Negatives should be enclosed within Silversafe or acid-free envelopes and indicated on the transfer form.

Glass plates, photographic albums, x-rays etc require special attention. Please ask your representative from The National Archives for advice.