Guidelines for Use of Flags in Imaging

Iraqi Jewish Archive Preservation Project
National Archives and Records Administration

When conservation concerns arise or you need to use different equipment, camera operators should use a flag inside the item to mark position and a placeholder sheet outside of the box or document box to indicate the action needed.

- For objects with conservation or handling concerns, use a PINK flag and placeholder.
    - Stop imaging as soon as you notice a problem or have a concern about handling.
    - Always keep the pages in the original order. If necessary, place the item into a Permalife paper subfolder to keep fragments together.
    - Tab the document or volume requiring conservation consultation with a PINK flag.
    - Complete a PINK placeholder sheet.
    - Image the placeholder sheet at the place where the document or page should appear.
    - Paper clip the placeholder sheet to the outside of the doc box or fold it lengthwise and tuck it into the custom box.
    - If the problem is specific to that page (a tear or obscured text), you may continue imaging the rest of the box or volume. Otherwise, stop imaging and resume once the problem is resolved.
    - Contact Conservation and have Anna (7-1866) or Katherine (7-0548) come down to retrieve the object or to discuss handling problems. Once resolved, the flag and placeholder will be removed.
- For oversize pages within an object, use a BLUE flag and placeholder.
    - Always keep the pages in the original order.
    - Tab the document or volume requiring a different piece of equipment with a BLUE flag.
    - Complete a BLUE placeholder sheet.
    - Image the placeholder sheet at the place where the document or page should appear.
    - Paper clip the placeholder sheet to the outside of the doc box or fold it lengthwise and tuck it into the custom box.
    - When you have completed imaging on the current equipment, image the oversize documents on the proper equipment. Once the imaging is done, the BLUE flag and placeholder should be removed.