Preservation Process and Methods of the State Archives in West Bengal: A Case Study

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Abstract
The paper highlights the directorate of State Archives in a Higher Education Department, government of West Bengal, the official custodian of all non-current records of the government. A case study is done on the basis of direct interview and questionnaire method for collecting proper information. For knowing about preservation process a field survey is conducted individually by the authors. Both the process of preservation manual and digital is described here. For manual preservation they follow fumigation, deacidification, tissue repairing and binding and for digital preservation they follow pre-scanning, scanning and post-scanning method.

Keywords: Case study, State Archives, Preservation, Manual preservation, Digital preservation

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