



CALIFORNIA STATE ARCHIVES

PRESERVATION WORKSHOP

GENERAL INFORMATION

Each year in celebration of Archives Month, the California State Archives hosts a free one-day Preservation Workshop. This workshop teaches basic preservation techniques for repairing paper-based materials. Topics include: surface cleaning, mending, and flattening methods suitable for small institutions. Supplies and practice documents are provided by the California State Archives. Attendees will receive an hour lunch break, however, lunch will not be provided.

The 2019 Preservation Workshop will be open to fourteen individuals and will be held on **Tuesday, October 15th, 2019 from 9:30 am – 4:30 pm** at the California State Archives Preservation Lab, 1020 “O” Street, 3rd Floor, Sacramento, CA 95814.

APPLICATION INFORMATION

- Participation in the California State Archives Preservation Workshop is by **application only**. To be considered for selection to the Preservation Workshop, applicants must complete the following application form.
- Applicants should demonstrate a professional need to learn preservation and conservation techniques. It is suggested that participants currently hold a volunteer or paid position that involves direct work with historical records.
- **Applications should be fully completed and received no later than September 6th, 2019.** Applications should be typed or clearly printed in black ink and may be submitted by email or mail using the address listed below. Applications are available as a fillable PDF through our website: <http://www.sos.ca.gov/archives/public-events/archives-month/preservation-workshop/>.
- **Within a week of submission, applicants should receive a confirmation that their application form was received.** If applicants do not receive confirmation, then they should contact Juan Ramos at jramos@sos.ca.gov or call (916) 695-1118 to inquire.
- **Depending on the number of responses we receive, we may only permit one attendee from each repository.** If the workshop is unable to accommodate multiple attendees from a repository, the repository will be asked to prioritize which attendee(s) should attend.

Application questions and submissions may be directed to the California State Archives:

California State Archives
1020 O Street
Sacramento, CA 95814
916/653 – 7715
FAX: 916/653-7363
jramos@sos.ca.gov



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APPLICATION FORM

Applications should be fully completed and received no later than September 6th, 2019.

I. Participant Information			
Name:			
Institution:			
Address:			
	Street		
	City	State	Zip Code
Phone Number:			
Email:			

II. Institution Description – Please provide a brief description of your institution and your position. <i>Note: Institutional affiliation recommended but not required</i>

III. Background Questions			
A. Institutional Holdings – Please check the general types of records your institution holds.			
	Personal papers (diaries, manuscripts)		Photographs
	Institution records (university, corporate)		Electronic records
	Government records		Audio-visual materials
	Publications		Artifacts (three-dimensional objects)
	Oral histories		Other List:

B. Please provide a brief description of any current preservation or conservation projects you are working on.

C. In what ways would you benefit from basic training in preservation and conservation?