

Mock Risk Mitigation Report:

David Stick Papers – Outer Banks History Center

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The Outer Banks History Center (OBHC), located on Roanoke Island in Manteo, North Carolina, “is a regional archival research facility” operated “by the Special Collections Section of the State Archives of North Carolina.”¹ The OBHC specializes in “the history and culture of the North Carolina coast and adjacent areas” and serves “to collect, preserve, and provide public access to historical and documentary materials relating to coastal North Carolina.”² It “aims to serve as a laboratory” of “unique resources documenting coastal North Carolina history” for use by “local community members, genealogists, students [...], historians, authors, media representatives, government entities, organizations, and visitors to the Outer Banks.”³

One of the most pressing and constant threats to the OBHC is tropical systems. Dare County Emergency Management, headquartered in Manteo, highlights the prevalent dangers from these coastal storms: “Tropical storms and hurricanes often produce widespread torrential rainfall [...] which may result in deadly and destructive floods.” Additionally, “winds” of hurricane-force strength or greater “can destroy buildings.” The OBHC, despite its soundside location, is consistently at risk from storm surge. “In 2018, Tropical Storm Michael caused 2 to 4 feet of extensive, devastating, life-threatening soundside flooding in [...] Manteo [...] to the tune of \$7 million in damages.”⁴ The combination of rain, wind, and coastal flooding create numerous serious risks which endanger the safeguarding of irreplaceable collections.

In addition to the threat of natural disasters, the collection faces potential dangers from bugs as well as various human factors. Silverfish, termites, and booklice are all insects which are

¹ Outer Banks History Center, State Archives of North Carolina, accessed January 15, 2022, <https://archives.ncdcr.gov/researchers/outer-banks-history-center>.

² Ibid.; “OBHC Mission Statement,” OBHC, accessed January 15, 2022, <https://archives.ncdcr.gov/researchers/outer-banks-history-center/collections-and-services/obhc-mission-statement>.

³ “Collections,” OBHC, accessed January 15, 2022, <https://archives.ncdcr.gov/researchers/outer-banks-history-center/collections-and-services-obhc>.

⁴ Hurricane Guide, Dare County Emergency Management, accessed January 15, 2022, <https://www.darenc.com/home/showdocument?id=9662&t=637598874262345671>.

known to feast on paper.⁵ Given the moist, humid air of the coastal region, this makes the OBHC particularly attractive to such infestations. There are also several human-related threats, such as mishandling materials and neglecting maintenance.

The OBHC houses a variety of collections, including documents from local communities and regional organizations and materials concerning maritime history and operations, natural history and coastal ecology, early exploration and discovery, and inventions and innovation (ex. the Wright Brothers).⁶ One of the more significant holdings retained by the OBHC is the David Stick Papers. Stick (1919-2009) was an influential researcher and author of Outer Banks history. His involvement in preservation and development led to the creation of the Cape Hatteras National Seashore and the town of Southern Shores.⁷

Analysis

The David Stick Papers are a substantial collection dating from circa 1750 to 2009, with some items being undated. It “contains correspondence, meeting minutes, ephemera, personal papers, financial records, audiovisual materials, photographs, and maps created or collected by Stick over the course of his life.”⁸ The collection was “[d]onated by David Stick in various accessions” beginning in 1986.⁹ The original donation was “a massive library of monographs, serials, maps, and manuscript materials which became the founding collection of the Outer Banks History Center.”¹⁰

⁵ “Pests of Museums, Libraries, and Historic Buildings,” Terminix, accessed March 5, 2022, <https://www.terminix.com/blog/commercial/pests-of-museums-libraries-historic-buildings/>.

⁶ “Collections.”

⁷ “David Stick Papers, PC.5001”, Finding Aids, OBHC, accessed January 29, 2022, https://axaem.archives.ncdcr.gov/findingaids/PC_5001_David_Stick_Papers.html.

⁸ Ibid.

⁹ Ibid.

¹⁰ “Finding Aids,” OBHC, accessed January 29, 2022, <https://archives.ncdcr.gov/researchers/finding-aids/outer-banks-history-center-finding-aids>.

Covering 155 cubic feet of storage space and “housed in protective enclosures in a secure environment that is continually monitored for environmental threats,” the David Stick Papers are estimated to be in good to excellent condition.¹¹ Though much of the material remains solely in its original form, a subseries of oral history interviews, conducted by Stick from 1974 to 2005, “have been digitized and transcribed” from audiocassettes. Notable among this series is an interview from 1982 with famed actor and North Carolina native Andy Griffith.¹²

The entire collection is available for research purposes.¹³ However, “the OBHC is a closed stack facility,” therefore “all materials are non-circulating and must be consulted in the reading room.”¹⁴ It is the responsibility of the researcher to comply with both “copyright law as well as any donor restrictions accompanying” individual items. “Copyright is retained by the authors [...] or their descendants” of the content of the collection “as stipulated by the United States copyright law.”¹⁵ Photographing materials with a personal camera (with the flash disabled) or utilizing the OBHC’s photocopying and scanning services is permitted with the approval of staff, provided that the items have no preservation or copyright restrictions.¹⁶

Not only are the David Stick Papers the founding collection of the OBHC, but they are also the largest collection among their holdings. The OBHC possesses several related collections, such as the papers of Frank Stick and Maud Hayes Stick, David Stick’s parents, and the Henry Clark Bridgers, Jr. Papers, a collection of book drafts and North Carolina research materials once owned by Stick.¹⁷ The Maud Hayes Stick Papers specifically contains “a number of letters from

¹¹ “David Stick Papers, PC.5001”; “OBHC Collection Development Policy,” OBHC, last modified September 2017, <https://archives.ncdcr.gov/media/539/open>.

¹² “David Stick Papers, PC.5001.”

¹³ Ibid.

¹⁴ “OBHC Collection Development Policy.”

¹⁵ “David Stick Papers, PC.5001.”

¹⁶ “Collections.”

¹⁷ “Finding Aids.”

her son David Stick, including early letters from his 1938 cross country hitch hiking trip, as well as numerous letters from him during his military service in the Marine Corps during World War II.”¹⁸ Other related series include the Dare Coast Pirates Jamboree Collection and the Dare County Tourist Bureau Collection, two entities which Stick helped to create and develop.

Those utilizing the David Stick Papers must agree “to policies regarding appropriate handling and use of the collections.” The OBHC “is governed by the policies and procedures set by the State Archives of North Carolina and/or Administrative Code.”¹⁹ Among the various policies noted by the OBHC are a requirement of “some form of standard identification,” the completion “and signing” of “a materials request form,” and strict guidelines for research room conduct.²⁰ Further details “governing researchers’ use of the Division of Archives and Records public research facilities” are set forth by the North Carolina Administrative Code’s subchapter of “Archives and History” on “Public Research Facilities.”²¹ The OBHC emphasizes that the materials in their collections “are valuable for historical and evidential purposes and usually are the only copies in existence. It is therefore essential that they be used with care.”²²

These guidelines should also include emergency preparedness and response documentation. The Archives of the Smithsonian Institution provides an excellent model for planning and prevention by creating a “comprehensive emergency preparedness and recovery manual” to address “prevention efforts, evacuation procedures, emergency response staff responsibilities, salvage operations, and post-disaster assessments.” This “manual is reviewed

¹⁸ Maud Hayes Stick Papers, PC.5072.” Finding Aids, OBHC, accessed February 14, 2022, https://axaem.archives.ncdcr.gov/findingaids/PC_5073_Maud_Hayes_Stick_Papers.html.

¹⁹ “OBHC Collection Development Policy.”

²⁰ “Visit the Outer Banks History Center,” OBHC, January 29, 2022, <https://archives.ncdcr.gov/researchers/outer-banks-history-center/visit-outer-banks-history-center>.

²¹ “07 NCAC 04M .0105 Public Research Facilities,” North Carolina Administrative Code, last modified June 1, 2014, <http://reports.oah.state.nc.us/ncac.asp>.

²² “Visit the Outer Banks History Center.”

and revised” every two years. Additionally, the Archives supplies staff with a pamphlet every six months outlining “the specific actions to take during an emergency.”²³

The policies and procedures set forth by the North Carolina Administrative Code and adopted by the OBHC and those demonstrated by the Smithsonian Institution Archives help to ensure “that the history of coastal North Carolina is documented to the fullest extent possible” and that the institution can continue “to serve as an accessible, service-oriented center for historical research and inquiry.” These efforts provide safe and secure measures which allow patrons “to learn about the rich history of the region, [...] encourage the region’s residents to protect and preserve their family and organizational history,” and assist archivists in the promotion of “the OBHC’s collections to the scholarly research community.”²⁴

Risk

The Outer Banks of North Carolina consists of “[i]solated barrier islands and broad, shallow sounds.” These “islands support thousands of homes and businesses [including the OBHC] and have become major tourist destinations.” However, the constant threat of coastal storms has placed the Outer Banks at considerable risk. High winds often “uproot large trees, snap utility poles, and inflict extensive property damage.” Storm surge and “large waves inundate low-lying areas, sometimes flooding streets and homes.” Torrential rainfall can lead to “disastrous flooding.” In fact, the power of these tropical systems has been known to reshape “the coast by moving massive amounts of water and sand, overwashing the barrier islands, and opening and closing inlets.”²⁵

²³ “Emergency Preparedness,” Smithsonian Institution Archives, accessed February 15, 2022, <https://siarchives.si.edu/what-we-do/preservation/emergency-preparedness>.

²⁴ OBHC Collection Development Policy.”

²⁵ Jay Barnes, *North Carolina’s Hurricane History* (Chapel Hill: The University of North Carolina Press, 2001), 3.

Depending on the strength of the storm, winds could be a destructive factor. Category 3 storms and greater bring windspeeds of over 120 mph causing widespread devastation. Falling trees endanger buildings and power lines. Utility poles themselves can often be snapped in the high winds “cutting power to whole communities.” Windows can be shattered, and “roof failures can occur during the most severe hurricanes.”²⁶ In 1960, Hurricane Donna struck the Outer Banks with winds estimated at 120 mph. The force of the winds “ripped away roofs and toppled miles of telephone and power lines.”²⁷ However, in 1986, Hurricane Charley, with just 75 mph winds, destroyed a storage facility near Manteo [the current location of the OBHC], proving that no storm should be taken lightly.²⁸

As the Library of Congress has noted, high winds can do considerable damage to collections such as the David Stick Papers. Should windows be blown out and winds circulate throughout the building, papers can be strewn about, documents can be torn, and entire shelves can be knocked over causing severe impairment to the collection.²⁹

In order to minimize potential wind damage to the David Stick Papers, Jay Barnes, author of *North Carolina's Hurricane History*, recommends several applicable procedures for protecting the facility. “Windows can be protected by shutters or plywood.” He also notes that the common use of tape to protect windows from breakage is a myth and should not be relied upon as a security measure. He encourages all facilities to meet coastal building codes to limit damage which could lead to roof failure.³⁰ Lois Hamill (*Archives for the Lay Person: A Guide to*

²⁶ Ibid., 10-14.

²⁷ Ibid., 130.

²⁸ Ibid., 147.

²⁹ “Learning From Katrina,” Wise Guide, The Library of Congress, last modified October 2008, <https://www.loc.gov/wiseguide/oct08/katrina.html>.

³⁰ Barnes, 13-14.

Managing Cultural Collections) advises that the storage location “be in an enclosed room.”³¹

Central locations without windows and with no exterior walls are often the safest areas of any building. She also urges facilities to maintain a “regular program of building inspection and maintenance” to help mitigate unnecessary disasters.³²

Storm surge and rainfall are two water-related threats stemming from tropical systems. “The ocean’s rapid rise peaks near the time a hurricane makes landfall, creating a *storm surge* that can be devastating. [...] Powerful hurricanes produce surges that can exceed heights of twenty feet above sea level.”³³ 1960’s Hurricane Donna “piled a mass of water up the Pamlico, Albemarle, and Currituck Sounds. [...] As the hurricane passed, the winds turned to the northeast and a raging flood struck the Outer Banks.” Several buildings “were swept into the Roanoke Sound” near Manteo.³⁴ In 1985, Hurricane Gloria’s surge left four feet of water flooding Manteo’s streets and businesses. “Two fires blazed out of control [...] near Manteo [...] when firefighters were forced to retreat as floodwaters rose.”³⁵ Hurricane Bonnie (1998) sent “water levels two to five feet above normal” flooding into Manteo.³⁶ The OBHC’s island location makes it particularly vulnerable to water rises.

In addition to storm surge, torrential rainfall poses a serious risk. Rain “may pour for hours or days, depending on the forward speed of the hurricane. On average, six to twelve inches of rain can be expected as a hurricane passes nearby.” In some instances, twenty inches or more of rain has fallen in a location, courtesy of a single coastal storm.³⁷

³¹ Lois Hamill, *Archives for the Lay Person: A Guide to Managing Cultural Collections* (Lanham, MD: AltaMira Press, 2013), 153.

³² *Ibid.*, 208.

³³ Barnes, 14-15.

³⁴ *Ibid.*, 130-131.

³⁵ *Ibid.*, 145.

³⁶ *Ibid.*, 210.

³⁷ *Ibid.*, 18.

Given its vulnerable position on the coast, the OBHC's David Stick Papers collection is at a heightened risk of severe water damage if not properly stored and preserved. Hamill offers several useful options for protecting such collections. She recommends covering "collections with plastic sheeting." Although she advises this action for repairs involving water, this could be a valuable step should a storm with torrential rainfall produce roof leaks.³⁸ All materials within the collection should be enclosed in archival boxes, since, according to Hamill, "[b]oxes provide an extra layer of protection around their contents that can help against [...] water damage."³⁹ Additionally, she proposes that "[n]o material should be sitting directly on the floor. The height of the lowest shelf should be at least three inches above the floor to provide protection from water damage."⁴⁰

Even if the David Stick Papers were to survive an inundating flood event without becoming waterlogged, that does not ensure their safety. Added moisture can lead to a mold outbreak. "Once papers, photographs, or books get moldy, they are forever contaminated [...]. Mold can also jump from contaminated records or books to clean ones and spread." Should this occur, Hamill suggests separating out the moldy records as soon as possible to prevent further outbreaks.⁴¹ University Products recommends their line of moisture resistant archival storage boxes for added protection against such circumstances.⁴²

The Town of Manteo offers several methods of protecting property from flooding hazards. The most commonly utilized way is elevation. Dare County requires that the "lowest floor joist and all associated ductwork and equipment servicing the structure must be elevated to

³⁸ Hamill, 154.

³⁹ Ibid., 161.

⁴⁰ Ibid., 158.

⁴¹ Ibid., 155.

⁴² "Moisture Resistant Boxes & Boards," Archival Storage, University Products, accessed February 15, 2022, <https://www.universityproducts.com/archival-storage/disaster-preparedness/moisture-resistant-boxes>.

one foot above the designated base flood elevation” for that zone. They go on to emphasize that this “method has been used by generations of coastal residents to protect their residences and businesses” and has been “proven to be successful in reducing flood losses.”⁴³ Ensuring that the existing structure meets these standards could be crucial to protecting the David Stick Papers.

Pests, particularly insects, are a common risk to any archival facility. Because the David Stick collection is predominately composed of paper materials, this is an especially dangerous potential hazard. Insects known for preying on paper “may damage or destroy items through chewing and/or excrement left behind.” Terminix recommends maintaining a regular cleaning schedule to avoid unnecessary infestations and advises receiving a customized treatment plan should one occur. “In all cases, proper identification of pests, documentation of control measures and efficacy of treatments should be monitored to help insure that documents, artifacts and other items are properly protected.”⁴⁴

Lois Hamill warns of another potential danger to the David Stick Papers: unprepared researchers. Since the OBHC is located in a tourist area, it is likely to receive many visitors who “are often unfamiliar with how the archives function, how collections are arranged and described, how to conduct archival research, and how to safely handle archival records.” Many of these patrons may arrive at the facility expecting the archives to operate as a library with “quick, easy, direct access to exactly the information they need.” Such unpreparedness can place the collection at a heightened risk of damage. Hamill suggests that an institution “provide at least a brief *orientation*” highlighting “rules, guidelines, or policies for the use” and “handling [...] of materials” as well as the “services available to the researcher.”⁴⁵

⁴³ “Flood Information,” Planning and Zoning, The Town of Manteo, accessed February 15, 2022, <https://www.manteonc.gov/departments/planning-and-zoning/flooding-information-2/build-responsibly>.

⁴⁴ Terminix.

⁴⁵ Hamill, 110-111.

Perhaps the most significant policy and procedure that can assist in mitigating or minimizing the effects of coastal storms, pests, or humans on the collections of the OBHC is to create a thorough disaster preparedness plan, specifically addressing the perceived risks. The Northeast Document Conservation Center (NEDCC) offers a free resource called dPlan dedicated to helping archival institutions effectively plan for emergencies, respond to damage, and recover from disaster. “Disaster planning is an essential component of preserving” the David Stick Papers.⁴⁶

Responsibilities

The archivist of the OBHC should consistently monitor all reports provided by the National Oceanic and Atmospheric Administration’s National Hurricane Center, especially during the Atlantic hurricane season which runs from June 1 through November 30.⁴⁷ He or she should heed all local advisories and prepare to take action as soon as a watch or warning is issued for the area. The archivist should assess the severity of the threat and proceed with preparations accordingly.

Prior to any threat, the archivist should designate an emergency response team to carry out any plans for protecting the collection and recovering from damage. The team should consist of, at minimum, an emergency coordinator to decide on actions and delegate responsibilities, a recovery coordinator to lead recovery efforts, a conservator to salvage the collection, and an emergency registrar to record the details of the disaster response.⁴⁸ Additionally, the archivist should have the exterior (walls, roof, etc.) and interior (smoke detectors, fire suppression

⁴⁶ dPlan, Northeast Document Conservation Center, accessed February 15, 2022, <https://dplan2020.org/>.

⁴⁷ National Hurricane Center, National Oceanic and Atmospheric Administration, accessed February 15, 2022, <https://www.nhc.noaa.gov/>.

⁴⁸ Emergency Preparedness.”

systems, etc.) evaluated for any necessary repairs or maintenance that could lessen the risk of damage to the collection in the event of a storm.⁴⁹

The archivist should decide prior to any imminent danger which records of the David Stick Papers collection will be prioritized for removal to a safer location or will be salvaged first in the event of a disaster.⁵⁰ The series “Writings, 1813-2009 and undated (bulk 1939-2009) 1939-2009” should be prioritized due to its collection of research materials, both published and unpublished drafts of Stick’s books, and related correspondence. Likewise, “Research Files, circa 1750-2007 and undated” contains an abundance of original primary source materials, manuscripts, and oral history interviews.⁵¹ Both of these series contain items of high intrinsic value to both Outer Banks and North Carolina history.

To minimize the occurrence of an insect infestation, the archivist should develop a regular cleaning schedule, including dusting, vacuuming, and mopping. “A clean, orderly environment encourages staff and visitors to keep [the collection material] tidy and discourages bugs and rodents from moving in.” Additionally, this individual should enforce all policies prohibiting eating and drinking in storage, processing, and research areas to avoid attracting bugs.⁵²

The archivist should establish an orientation program to introduce new researchers to the facility. This process can be accomplished utilizing whichever format (“film, written documents, or a verbal explanation”) is deemed appropriate but should include an introduction to “the subjects, formats, or focus of [the facility’s] collections; rules, guidelines, or policies for the use, handling, and citation of materials; and services available to the researcher, including rules and

⁴⁹ Hamill, 208-209.

⁵⁰ Ibid.

⁵¹ “David Stick Papers, PC.5001.”

⁵² Hamill, 158.

policies for photocopying, requests for photo reproduction, and any applicable fees.” This is a priority step in protecting the collection from unintended damage caused by inexperienced researchers.⁵³

Recommendations

Prevention:

- The OBHC should develop a “regular program of building inspection and maintenance” to address any concerns that could lead to unnecessary disaster in the event of a coastal storm.⁵⁴ These include, but are not limited to, loose shingles, roof leaks, faulty wiring, a defective back-up power supply, and overhanging trees or limbs. The facility should maintain a list of trusted, proven service providers to remedy any of these issues in a timely manner.
- Management should ensure that the facility meets all North Carolina coastal building codes to withstand hurricane-force winds.⁵⁵ Additionally, the facility should adhere to the requirements set forth by Dare County and the Town of Manteo to reduce the possibility of collection loss from flooding.⁵⁶
- The Archivist should develop, and the staff should adhere to, a strict schedule of regular housekeeping. Tasks should include, but are not limited to, keeping rooms “free of clutter and debris,” “dusting, vacuuming, or damp mopping the floor [...] at least every week or two.” Also, “[s]helves, boxes, and bound volumes should be dusted on a regular cycle.”⁵⁷

⁵³ Ibid., 110-111.

⁵⁴ Ibid., 208.

⁵⁵ 2018 North Carolina State Building Code, last modified May 2018, <https://codes.iccsafe.org/content/NCBC2018>.

⁵⁶ “Flood Information.”

⁵⁷ Hamill, 158.

- To prevent potential damage from the mishandling of materials by inexperienced researchers, the Archivist should establish an orientation program for first-time patrons. This program should introduce users to the OBHC by familiarizing them with “the subjects, formats, or focus of its collections.” Additionally, the orientation should inform them of “rules, guidelines, or policies for the use, handling, and citation of materials.” Researchers should also be notified of all services available to them, “including rules and policies for photocopying, requests for photo reproduction, and any applicable fees.”⁵⁸

Planning:

- The OBHC should develop a detailed disaster preparedness plan to prevent and prepare for damage stemming from tropical systems, pests, or human error. If disaster strikes, this plan should outline the methods of response and recovery that will be employed to salvage the David Stick Papers. An effective tool for fulfilling this recommendation is the Northeast Document Conservation Center’s online resource dPlan.⁵⁹
- The Archivist should designate an emergency response team to respond quickly to any disaster, whether natural or man-made. This team should comprise an emergency coordinator to oversee operations and delegate actions, a recovery coordinator to guide staff and volunteers in salvaging the collection, a conservator to treat any documentary damage beyond general knowledge, and an emergency registrar to note all details of the response and recovery efforts.⁶⁰
- OBHC staff should undergo regular training in disaster response. Workshops should include information on “best practices in disaster preparation, risk assessment, and

⁵⁸ Ibid., 111.

⁵⁹ dPlan.

⁶⁰ “Emergency Preparedness.”

response and recovery operations.” Practical exercises should teach staff members how to respond to records which have been damaged by high winds or water-logged by flooding or roof leaks. Special emphasis should be placed on “printed and handwritten paper documents, photographs,” and audiocassettes, as these are most present in the David Stick Papers.⁶¹

Preparing:

- The Archivist should ensure that the storage room and the collection are best suited to withstand any damage which may arise from a storm. He or she should institute best practices for protecting the David Stick Papers by ensuring that all materials are boxed and elevated off the floor by a minimum of three inches.⁶² The collection should also be housed in moisture resistant boxes, such as those provided by University Products.⁶³
- The OBHC should provide disaster supply kits near the collection and check them regularly to ensure that they are properly stocked. Among the items to be included in these kits are “flashlights, batteries, nitrile gloves, spill pillows, absorbent paper, clipboards, pencils, protective aprons, sponges, tarps, and trash bags.”⁶⁴ Many of these items are available from University Products as individual purchases or as a kit at a reasonable cost to the institution.⁶⁵
- If possible, efforts should be made to digitize the aspects of the David Stick Papers with the highest intrinsic value. It is at the discretion of the Archivist which portions of the

⁶¹ Kerri Lawrence, “Archives Personnel Train for Disasters,” *National Archives News*, October 5, 2017, <https://www.archives.gov/news/articles/disaster-recovery-training>; “David Stick Papers, PC.5001.”

⁶² Hamill, 158.

⁶³ “Moisture Resistant Boxes & Board.”

⁶⁴ Emergency Preparedness.”

⁶⁵ “Disaster Preparedness,” University Products, accessed February 16, 2022, <https://www.universityproducts.com/archival-storage/disaster-preparedness>.

collection should be prioritized in this matter. However, precedence should be placed on irreplaceable items, such as Stick's book drafts and manuscripts, primary source research material, and historical photographs.⁶⁶

- Staff at the OBHC should consistently monitor all reports provided by the National Oceanic and Atmospheric Administration's National Hurricane Center, especially during the Atlantic hurricane season which runs from June 1 through November 30.⁶⁷ The Archivist should heed all local advisories and prepare to take action as soon as a watch or warning is issued for the area.
- Should a storm be imminent, the facility should secure all windows with either permanent storm shutters or "5/8 inch exterior grade or marine plywood, built to fit, and ready to install," per recommendation by the National Weather Service.⁶⁸
- Depending upon the forecasted intensity of the storm, the Archivist should decide if the collection will be safe in its current location. For tropical storms and lower category hurricanes, the OBHC should be able to properly secure the David Stick Papers by implementing the above recommendations. However, should a higher intensity storm be forecasted with potentially devastating effects, the Archivist should consider temporarily transferring the collection to a safer inland location, such as the State Archives of North Carolina.⁶⁹
- Staff should cover any boxes from the collection remaining on the shelves with tarps or plastic sheeting to protect them from the possibility of roof leaks.⁷⁰

⁶⁶ "David Sticks Papers, PC.5001."

⁶⁷ National Hurricane Center.

⁶⁸ "Actions to Take When a Tropical Storm or Hurricane Threatens," National Weather Service, accessed February 16, 2022, <https://www.weather.gov/safety/hurricane-action>.

⁶⁹ State Archives of North Carolina, accessed February 16, 2022, <https://archives.ncdcr.gov/>.

⁷⁰ Hamill, 154.

- Should the OBHC be lacking the resources to implement these crucial preparations, the Archivist should consider additional sources of funding to ensure the protection of the David Stick Papers. One possible avenue for gaining access to needed funds is a Preservation Assistance Grant from the National Endowment for the Humanities. These grants are intended to “help small and mid-sized institutions [...] improve their ability to preserve and care for their significant humanities collections.”⁷¹

Response:

- It is crucial to instigate a response to any damage wrought by a coastal storm within 48 hours to stabilize the collection. Once the location has been cleared by emergency personnel and reentry into the OBHC deemed safe, the Archivist should initiate the disaster response plan by activating the emergency response team.
- The emergency response team should consult the disaster response plan to determine which records from the David Stick Papers should be prioritized for salvage. For paper records, air drying is acceptable and cost efficient as long as the staff can work in a controlled environment with low temperature and humidity. Items should be laid flat on absorbent towels or paper which should be changed regularly. Waterlogged documents should only be separated from one another once they are dry enough to do so safely. Photographs can be salvaged by clipping the item to a drying line or by freezing the collection if the items cannot be safely separated without damage. Note that photographs will curl upon drying; any attempts to re-flatten them should be avoided unless under the

⁷¹ Preservation Assistance Grants for Smaller Institutions, National Endowment for the Humanities, accessed March 5, 2022, <https://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>.

supervision of a trained conservator.⁷² Audiocassettes should be air dried.⁷³ However, since the audiocassettes in the David Stick collection have been digitized, these should not be prioritized.

- Even after drying the collection, the items must be monitored for mold. “Once papers, photographs, or books get moldy, they are forever contaminated. The mold can be physically removed with care, but the spores remain.” Items showing signs of mold growth must be separated from the collection in order to prevent further outbreak.⁷⁴ It is at the discretion of the Archivist to decide if the contaminated materials are worth conservation efforts or if they should be discarded to remove all threat of spread. For instance, the set of oral history interviews conducted by David Stick from 1974 to 2005 and recorded on audiocassettes have been digitized and transcribed. Therefore, the physical tapes may not be worth the extensive conservation cost required for salvage.⁷⁵
- Insect infestations could also develop following a storm. However, it is highly possible for this issue to manifest without a natural disaster. If this occurs, a trusted professional should be contacted as soon as possible and a customized treatment plan enacted to minimize damage. In the meantime, any items suspected of having an infestation can “be isolated in a sealed bag and placed on a white sheet of paper or other material for monitoring.” If evidence (insects, excrement, etc.) is observed, the item can be treated by a pest control professional knowledgeable of archival material.⁷⁶

⁷² “What To Do When Collections Get Wet,” Emergency Management, Library of Congress, accessed February 16, 2022, <https://www.loc.gov/preservation/emergprep/dry.html>.

⁷³ “Emergency Recovery and Response: Magnetic Tapes – Audio, Video and Data Storage Tape,” Recovery Procedures, National Archives, accessed February 16, 2022, <https://www.archives.gov/files/preservation/records-emergency/pdf/audio-video-tapes.pdf>.

⁷⁴ Hamill, 155.

⁷⁵ “David Stick Papers, PC.5001.”

⁷⁶ Terminix.

Recovery

- After all efforts have been made to salvage the collection, the Archivist will need to take stock of what further assistance may be necessary to conserve the collection. Trusted, proven conservators should be contacted to remedy any prevailing issues, such as curled photographs or mold-contaminated items.⁷⁷
- The Archivist should evaluate the cost of conservation to the David Stick Papers and consider whether current institutional funding will meet these needs. If the required costs exceed what is currently available, the OBHC should apply for funding from the Society of American Archivists' National Disaster Recovery Fund for Archives or a comparable grant which will allow the institution to complete all conservation efforts.⁷⁸

The above recommended policies and procedures are intended to serve as guidelines for preserving the David Stick Papers from the possibility of damage or destruction. This collection holds items of historical significance. Stick utilized the materials from his extensive collection to author twelve books on Outer Banks history. However, the massive amount of collected materials holds much information that has yet to be explored by researchers. For instance, though Stick wrote predominately about coastal history, his collection includes research materials from other areas of North Carolina.⁷⁹ These documents could have high value for all of North Carolina history. Therefore, it is essential that each recommendation be heeded for the intended purpose of ensuring that the David Stick Papers remain an outstanding source of information for future study.

⁷⁷ "What To Do When Collections Get Wet."

⁷⁸ National Disaster Recovery Fund for Archives, Society of American Archivists, accessed February 16, 2022, <https://www2.archivists.org/groups/saa-foundation-board-of-directors/national-disaster-recovery-fund-for-archives>.

⁷⁹ "David Stick Papers, PC.5001."

The OBHC should prioritize ensuring that the facility meets all current building codes and requirements in order to minimize any effects from coastal storms. The institution should be equipped at all times with supplies that will help mitigate any disaster, such as custom storm shutters or marine plywood to limit the possibility of window breakage leading to damage or destruction of the collection. The facility should be properly maintained with effective housekeeping and regularly inspected for any necessary repairs which could lessen a storm's impact. Additionally, records should be stored in a secured area in moisture-resistant boxes with disaster supply kits located nearby. These steps will help assist the OBHC in navigating the threat of tropical systems even if given limited warning of impending danger.

The recommendations provided support the OBHC in remaining a stable, operational structure despite its vulnerable coastal location. The policies and procedures set forth help to guarantee that the institution will continue to serve researchers by providing steps to protect the collection and quickly recover in the event of disaster. In essence, these practices are intended to serve the OBHC in its ongoing commitment “to collect, preserve, and provide public access to historical and documentary materials relating to coastal North Carolina, and to serve as an accessible, service-oriented center for historical research and inquiry.”⁸⁰

⁸⁰ “OBHC Mission Statement.”

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