

The record storage areas inspected in the new State Office Building were the first and basement floor rooms allocated to the Land Office records and the basement space allocated to Records Center Storage purposes. The Land Office records within the first floor space seemed to be well housed. The conditions of temperature and relative humidity appeared to be very favorable. This conclusion was confirmed by an examination of the records and of the charts maintained over a considerable period of time. Certain minor structural changes or other alterations might be made within the area to improve conditions, particularly to combat some slight temperature fluctuations caused by the large window exposures (see Recommendations). But except for the possibility of human failure or mechanical breakdown, the modern air-conditioning system covering this space should do an efficient job of maintaining satisfactory atmospheric conditions for record storage. Fire protection in the building as a whole appeared good; the structure itself is of noncombustible character so far as could be seen in the period of the inspection.

The basement area assigned for storage of Land Office records appeared quite satisfactory from the several angles of this inspection. Being located below grade level with no exposure to large window surfaces, and hence not influenced by sunlight, it is an area where rather stable conditions of atmosphere should prevail through the operation of the ventilating system.

The quarters in the basement of the new State Office Building used for Records Center storage appeared to be a very satisfactory area, its surroundings being of a fire resistant character and its atmosphere under adequate automatic controls.

Recommendations

1. If mechanically feasible, increase the velocity of air circulation in the six record storage levels of the Hall of Records to obtain maximum benefit from the system (human comfort must be borne in mind in this connection).
2. Institute annual inspections and maintenance of first aid fire fighting devices in Hall of Records and relocate any devices, if necessary.
3. In the first floor space for Land Office records in the new State Office Building: