

Magnetic Disks, CDs, and DVDs Condition Worksheet

If desired, use one worksheet for each format (e.g., 3_ inch floppy, CD-R, DVD-RW) or one for each collection.

Type of Material/Collection

Condition	Materials Affected
Formats (provide summary of materials of long-term value held for each type)	
3_ inch floppy disks	
5_ inch floppy disks	
CD/DVD read only discs (CD-ROM/DVD-ROM)	
CD/DVD write once discs (CD-R/DVD-R)	
CD/DVD rewritable discs (CD-RW/DVD-RW)	
PHYSICAL DAMAGE	
Problems accessing data	
Scratches, fingerprints (CDs, DVDs)	
Labeling with solvent-based markers	
BIOLOGICAL DAMAGE	
Mold	
Further Comments	