

## Quick Reference Guide for Care and Handling

Proper handling and storage of your CDs and DVDs will keep your data intact longer.

### Do:

1. Handle discs by the outer edge or the center hole.
2. Use a non solvent-based felt-tip permanent marker to mark the label side of the disc.
3. Keep dirt or other foreign matter from the disc.
4. Store discs in plastic cases specified for CDs and DVDs, store upright (book style).
5. Replace discs into jewel cases or video DVD cases immediately after use.
6. Let discs acclimate to changed environmental conditions by leaving the disc in its packaging (or case) to buffer the effects of the environmental changes.
7. Wait to open a recordable disc package until you are ready to record data on the disc.
8. Store in a cool, dry, clean air, dark environment.
9. Remove dirt, foreign material, fingerprints, smudges, and liquids by wiping with a clean cotton fabric in a straight line from the center of the disc toward the outer edge.
10. Use CD/DVD cleaning detergent, isopropyl alcohol or methanol to remove stubborn dirt or material.
11. Check the disc surface before recording.

### Avoid:

1. touching the surface of the disc.
2. bending the disc.
3. using adhesive labels.
4. storing discs horizontally for a long time (years).
5. opening a recordable optical disc package until you are ready to record.
6. exposing discs to extreme heat or high humidity.
7. exposing discs to extreme rapid temperature or humidity changes.
8. exposing CD-R or DVD-R/+R discs to prolonged sunlight or other sources of UV light.
9. writing or marking on the reading side (side the laser reads) of the disc.
10. cleaning in a circular direction around the disc.

### CDs especially, Do not:

1. scratch the label side of a CD.
2. use a pen, pencil, or fine tip marker to write on CDs.
3. write on CDs with markers that contain solvents.
4. try to peel off or re-position a label on a CD.

General recommendation for long-term storage conditions

Archival Storage Facility - Recommendation for storing CDs and DVDs together		
Media	Temperature	Relative Humidity
CD, DVD	Greater than 4°C, less than 20°C	20% to 50% RH
A temperature of 18°C and 40% RH would be considered suitable for long-term storage.		
A lower temperature and RH is recommended for extended-term storage.		