

Archives Management Standard

**Exemption from Compulsory Transfer of
Permanent Records to the
NT Archives Service**

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This Standard is issued in pursuance of
Section 137 of the *Information Act*.

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DEFINITIONS

Appraisal	The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, to maintain organisational accountability and community expectations.
Archive	A record of permanent value that forms part of the Territory Archives. ¹
Disposal	A range of processes associated with implementing authorised decisions about records retention, destruction, rearrangement, migration or transfer of custody or ownership.
Disposal schedule	A formal policy, authorised jointly by the Chief Executive of an NT Government public sector organisation and the NT Archives Service, that defines the temporary or permanent status, retention period and consequent disposal actions authorised for classes of records.
Open access period	The period during which the public can routinely access government archives held in the custody of the NT Archives Service. The open access period begins after the end of the restricted access period.
Permanent records	Records of permanent value which are in the custody of a public sector organisation. When permanent records are transferred into the custody of the NT Archives Service, they are considered an archive and form part of the Territory Archives (<i>see Archive and Territory Archives</i>).
Public sector organisation	An agency as defined in s.5 of the <i>Information Act</i> .
Record	Recorded information in any form (including data in a computer system) that is required to be kept by a public sector organisation as evidence of the activities or operations of the organisation, and includes part of a record and a copy of a record.
Responsible public sector organisation	Public sector organisation (as defined above) that is responsible for the function to which the record or archive relates.
Restricted access period	The period during which decisions on access to government archives held in the custody of the NT Archives Service are made by the public sector organisation responsible for the archives (s.144 of the <i>Information Act</i>).
Series	Those records or archives having the same provenance which belong together because: <ul style="list-style-type: none"> ▪ they are part of a discernible filing system (alphabetical, numerical, chronological, or a combination of these); ▪ they have been kept together because they result from the same activity, or ▪ they are of similar formats and relate to a particular function. <p>A series may consist of only one item.²</p>
Territory Archives	Records held on behalf of the Territory by the archives service. ³

¹. s. 4 *Information Act*

². Judith Ellis (ed.) *Keeping Archives 2nd Edition*, (Australian Society of Archivists and DW Thorpe, Melbourne 1993), p.479

³. s. 4 *Information Act*

ABOUT THIS STANDARD

Purpose

The purpose of this standard, established in pursuance of the *Information Act*, is to define the provisions and responsibilities for the exemption from compulsory transfer of permanent records to the NT Archives Service.

This standard is provided to guide public sector organisations to comply with s.141 of the *Information Act* which provides for the management of archives.

Scope

Application of this standard is mandatory for all NT Government public sector organisations, including NT Government departments or agencies, NT Government statutory bodies, NT Government business divisions, NT Government owned corporations, and NT local government authorities.

This standard applies to all NT Government records in all formats. However, specific requirements have yet to be prepared for electronic records and records in business systems.

Regulatory Framework

This standard complies with the provisions of the *Information Act*.

The NT Archives Service endorses the Australian Standard *AS ISO 15489:2002—Records Management*.

Related Documents

This standard is to be read in conjunction with:

- ▶ the complete set of NT Government Archives Management Standards and Advices
- ▶ NT Government Records Management Standards
- ▶ policies and procedures of individual organisations.

Responsibility

The NT Archives Service is responsible for establishing this standard including the provision of advice and training, and for monitoring NT public sector organisation compliance.

Implementation of this standard is the responsibility of the Chief Executive Officer of each NT Government public sector organisation.

Authority

This standard was approved by the Minister for Corporate and Information Services on 1 August 2007 and is effective immediately.

This standard has been endorsed by the Information Commissioner.

Acknowledgments

The NT Archives Service acknowledges other government archives and records authorities which have had significant influence on the development of this NT Government Archives Management Standard:

- ▶ Archives New Zealand
- ▶ National Archives of Australia
- ▶ Public Record Office of Victoria
- ▶ State Records of New South Wales
- ▶ State Records Commission of Western Australia
- ▶ State Records of South Australia.

References

Archives New Zealand – *Storage Standard S-2 Standard for the Storage of Public records and Archives*, February 2000

British Standards Institute – *BS 5454:2000 Recommendations for the storage and exhibition of archival documents*, London, 2000

International Standard – *ISO 18916:2007 Imaging materials – Processed imaging materials – Photographic activity test for enclosure materials*, Geneva, 2007

Ling, Ted (1998) – *Solid, safe, secure: building archives repositories in Australia*. Canberra; National Archives of Australia

National Archives of Australia (NAA) – *Archives Advices*

National Archives of Australia (NAA) – *Standard for the Physical Storage of Commonwealth Records*, September 2001, Revised March 2002

National Archives of Australia (NAA) – *Storing to the Standard – Guidelines for Implementing the Standard for the Physical Storage of Commonwealth Records*, December 2002

Standards Australia – *AS ISO 15489:1-2002 Records Management. Part 1 – General*

Standards Australia – *AS ISO 15489:2-2002 Records Management. Part 2 – Guidelines*

State Records Office of New South Wales – *Solutions for Storage: Guidelines on the Physical Storage of State Records*.

State Records Commission of Western Australia – *Standard 2 – Storage of State Archives Retained by Government Agencies*. State Records Commission of Western Australia, Perth 2003

POLICY STATEMENT

Public sector organisations are required to transfer their permanent records into the custody of the NT Archives Service for inclusion in the Territory Archives, no later than 30 years after the record was created (see *Archives Management Standard: Transfer of Archives*).

Public sector organisations may apply to the NT Archives Service to extend the 30 year period, for one or more periods, each of which must not exceed five years. The NT Archives Service may approve an exemption to the 30 year transfer period if satisfied that the organisation's operations require it, and that the organisation has met the requirements for storage and management of the permanent records.

Public sector organisations must manage their permanent records with care to ensure their preservation for use by the organisation and eventual public access.

Public sector organisations must provide suitable storage environments for their permanent records. This must include: suitable location, security, environmental control, appropriate shelving and packaging, and maintenance of disaster prevention and response procedures. To ensure the preservation of permanent records over 30 years old, specific requirements must be met by organisations to obtain extensions of the exemption to transfer (see section "*Requirements for Retaining Permanent Records Over 30 years Old*", page 8).

EXPLANATION

Permanent records have long term value as evidence of the activities of government, and once transferred into the custody of the NT Archives Service become part of the Territory Archives. They have value for research by the general public and future generations beyond the immediate business needs of the public sector organisation that created them. These records must be stored and handled appropriately to ensure their preservation (in compliance with s.133 (1)(a) of the *Information Act*).

Care in the storage and handling of permanent records has ramifications beyond the immediate needs of the creating organisation.

Public sector organisations will provide the best opportunity for preserving their permanent records if they apply basic principles such as:

- ▶ use of good quality materials for creating the records (eg. archival paper),
- ▶ storage of permanent records in a stable, safe, secure location, with the correct environmental conditions,
- ▶ careful handling, and
- ▶ no consumption of food or drink while using permanent records.

The NT Archives Service provides the appropriate storage environment, security and disaster prevention for the preservation of

archives. It also provides facilities for public access when appropriate.

Where permanent records are exempted from transfer to the NT Archives Service they remain of continuing value to the Territory and the community, and they should be managed as though they were part of the Territory Archives.

As stated in *Australian Standard ISO 15489: 2002 Records Management*

“...Appropriate storage conditions ensure that records are protected, accessible and managed in a cost-effective manner. The purpose served by the record, its physical form and its use and value will dictate the nature of the storage facility and services required to manage the record for as long as it is needed...”¹

Permanent records should be stored in clean, dry, secure areas, with temperature and humidity maintained at levels appropriate to the type of material stored (see “*Appendices A, B and C, Storage conditions for permanent records over 30 years old retained by organisations*”, pages 16-18).

Maintenance of stable temperature and humidity levels suitable for the record format reduce the rate of deterioration of the records. Excessive heat and humidity, and fluctuations of these increase the rate of deterioration of the records.

¹ Standards Australia – *AS ISO 15489:2-2002 Records Management. Part 2 – Guidelines*, page 18

Exposure of permanent records to ultraviolet light should be avoided otherwise fading and deterioration will occur. Suitable shelving, housing and packaging ensures that the permanent records are appropriately supported and buffered from environmental damage.

When permanent records are identified in a public sector organisation, the organisation should ensure that they are clearly identified and provided with appropriate care while being used to carry out the business of the organisation (see *Handling, Fragile Records, and Copying under "Requirements for Retaining Permanent Records over 30 years Old"*).

Public access to Territory Archives is a community expectation in accordance with s.142 *Information Act*. A public sector organisation that is granted an exemption from compulsory transfer should implement policies and procedures to make the permanent records available for public access in a manner consistent with the intent of the *Information Act* (see *Public Access under "Requirements for Retaining Permanent Records over 30 years Old"*, page 12).

Where a public sector organisation has identified permanent records which are required to be retained in its custody beyond 30 years, the organisation should consider the following issues:

- ▶ Is it essential that the **original** record is retained in the agency or will a copy of the record meet the business needs of the

organisation, enabling the original to be transferred to the archives service?

- ▶ Does the organisation have adequate resources to meet the storage requirements for the permanent records?
- ▶ Is the organisation able to implement the security, access, handling and copying procedures for the permanent records?

The NT Archives Service must be satisfied that the public sector organisation has a business need to retain the permanent records in their original format, and that the organisation has sufficient resources to meet the requirements to preserve and provide access to the permanent records.

Organisations that have been granted exemption from transfer will be required to provide annual reports on the condition of the permanent records and compliance with storage requirements.

Public sector organisations may apply for one or more extensions of up to five years. The NT Archives Service may revoke the extension if requested by the responsible organisations, or if the organisation is no longer complying with the requirements of the extension.

Applying for an Exemption from Compulsory Transfer of Permanent Records

For detailed instructions on the process of applying for an exemption from the compulsory transfer of permanent records refer to *Archives Advice 6: Applying for Exemption from Compulsory Transfer of Permanent Records*.

- ▶ Permanent records must be appraised and identified in a current authorised records disposal schedule.
 - ▶ Permanent records must be identified within the organisation's recordkeeping system (this must not include retrospective renumbering, retitling or attachment of barcode labels to items).
 - ▶ Details of permanent records in an organisation's custody must be reported to the NT Archives Service for inclusion in the Register of Archives. The report is to identify records at item level, and include creating organisation and series information.
 - ▶ Public sector organisations must comply with storage requirements determined by the NT Archives Service suitable for the specific record format (see *"Requirements for Retaining Records over 30 years Old"*)
 - ▶ Public access agreements should be discussed with the NT Archives Service for access to permanent records in the custody of the organisation and should be consistent with access provisions in s.142 of the *Information Act*.
- ▶ Procedures must be implemented to maintain security of the permanent records.
 - ▶ Procedures must be implemented for the care, handling and copying of permanent records.
 - ▶ Permanent records must be identified as a priority in disaster prevention and recovery strategies in the organisation's disaster plan.
 - ▶ An "Application for an Exemption from Compulsory Transfer of Permanent Records over 30 years old" should be completed including the business reason for retaining the permanent records and outlining the organisation's ability to meet the appropriate storage requirements and conditions.

REQUIREMENTS FOR RETAINING PERMANENT RECORDS OVER 30 YEARS OLD

Storage

The key areas considered in this standard for the provision of appropriate long-term storage of permanent records are; location, environmental control, cleaning, security, shelving/housing, and containers and packaging (see *Appendices A, B, and C: Storage conditions for permanent records over 30 years old retained by organisations*, pages 16-18).

Location

- ▶ Permanent records are stored in 24-hour air conditioned storage areas.
- ▶ Storage facilities should be located away from environmental risk areas such as flood zone, and from industrial risk areas such as manufacturing sites and fuel depots.
- ▶ Storage areas should be accessible to facilitate prompt retrieval.
- ▶ Storage facilities should be well maintained and repairs conducted promptly.

Environmental Control

- ▶ Permanent records must be stored at the temperature and humidity levels suitable for their format.
- ▶ Air conditioning systems should be well maintained and repaired promptly.

- ▶ Storage areas should be monitored on an ongoing basis for fluctuations from the baseline storage environment.
- ▶ Storage areas should be well ventilated. Air conditioner filters should be cleaned or replaced at regular intervals throughout the year.
- ▶ Permanent records should be stored away from direct sunlight and other ultraviolet light sources. Fluorescent lights should be filtered.
- ▶ Storage areas should be regularly inspected for signs of insects, mould and pollutants, and treated on a regular basis if necessary.

Cleaning

- ▶ Storage areas should be cleaned on a regular basis, (preferably weekly) to ensure removal of dust and debris which attract insects and vermin.

Security

- ▶ Security systems should be installed, maintained and tested regularly. Any repairs should be completed promptly.
- ▶ Policies and procedures should be developed identifying the persons who have access to the permanent records collections and under what conditions.
- ▶ Only authorised access to permanent records should be permitted. Access to permanent records should be limited to staff with business needs to access them.

- ▶ Permanent records retained by organisations should not be loaned outside the organisation unless required by law eg subpoena.

Shelving/Housing

- ▶ Records should be stored on shelves, and not on the floor. Boxes of records should not be stored on top of each other due to the damage caused by the weight of the full box on the records underneath.
- ▶ Storage areas should have sufficient floor loadings to support the weight of materials and shelving chosen.
- ▶ Shelving should be installed which is suitable and strong enough to support and hold the size and weight of full boxes.
- ▶ Powder coated metal shelving should be used. Consultation with NT Archives Service staff will be required before installing or using other forms of shelving, as additional treatment may be required.
- ▶ Shelving should be configured to comply with occupational health and safety guidelines, including allowances for fire exits and adequate aisles to permit the use of trolleys and step-ladders.
- ▶ Shelving should be above the floor by 85-150mm to reduce risk of flood damage.
- ▶ Shelving should be in good repair, with no evidence of rust or damage.

Containers and Packaging

- ▶ Containers and packaging materials for the records (the containers, boxes, file folders and wallets in which the permanent records are kept) should be chemically inert, durable, and of a structure and size to ensure protection of the material from damage caused by handling and storage. For further advice on recommended materials contact the NT Archives Service.
- ▶ Packaging should be in good condition and be replaced if it becomes damaged.
- ▶ Packaging should be of the correct size for the records (with limited space for movement of items in the boxes), and suitable for the size and shape of shelving.
- ▶ Packaging should comply with occupational health and safety requirements. Box size and capacity should be taken into account eg. weight when full should not exceed maximum weight for safe handling by staff of 16kg.
- ▶ Photographs, negatives, and film should be stored in containers that meet the Photographic Activity Test (for further information see ISO 18916: 2007, or visit http://www.imagepermanenceinstitute.org/shtml_sub/srv_pat.asp).
- ▶ Where the containers are not constructed of acid free or chemically inert materials they should be lined or buffered to prevent exposing the permanent records to any chemicals present.

- ▶ Replacement of file covers and use of barcodes or other identifying labels should not occur.
- ▶ Small to medium volumes should be stored upright or, if in boxes, resting on their spines. Large volumes should be laid flat on their sides. Stacking volumes on top of each other should be avoided.
- ▶ Book supports should be used when accessing large volumes.

Management

The key areas considered in this standard for the provision of appropriate long-term management of permanent records are control; disaster measures; handling; preservation monitoring; fragile records; copying; display and public access.

Control

- ▶ Standards for the documentation of permanent records should be developed in consultation with the NT Archives Service, including location control, shelf lists and box lists.
- ▶ Lists of permanent records held must be submitted to the NT Archives Service for inclusion in the Register of Territory Archives.
- ▶ Public access arrangements are discussed with the NT Archives Service for all permanent records retained by the public sector organisation (see *Archives Advice 6: Applying for Exemption from Compulsory Transfer of Permanent Records*).

Disaster Measures

- ▶ Disaster prevention and recovery plans should be implemented and maintained identifying permanent records as a priority.
- ▶ Any identified risks to the storage facility or records are removed (if possible), or mitigated.
- ▶ In the event of any disaster affecting the records, the NT Archives Service should be advised as soon as practicable.
- ▶ Fire suppression and alarm system, ideally Very Early Smoke Detection Alarms (VESDA), should be fitted in the storage areas, maintained and tested regularly. Repairs are conducted promptly.
- ▶ Sprinkler systems should be in place, maintained and tested regularly.

Handling

- ▶ Policies and guidelines for handling permanent records should be developed and disseminated throughout the workplace.
- ▶ Staff should be trained in safe handling and transporting practices, and the practices communicated to all staff who use the records.
- ▶ Permanent records should be physically supported fully at all times. Trolleys should be used whenever transporting more than one or two small items (such as files) or when transporting single large items (such

as boxes of permanent records and plans).

- ▶ Where items need to be transported to and from storage they should be moved in a manner designed to limit exposure to detrimental environmental factors, handling damage and security risks.
- ▶ When physically handling records, hands should be clean and free of hand and barrier creams, foodstuffs, etc. Clean white cotton gloves may be used.
- ▶ Food and drink should not be consumed or stored near the permanent records.
- ▶ Pencils only should be used when writing and working near permanent records.
- ▶ Pages of permanent records should be turned carefully, with a whole hand or both hands if necessary.
- ▶ Aids such as rubber finger staffs must not be used when handling permanent records. The practice of licking or wetting fingers to turn pages must not be used.
- ▶ Under no circumstances should “post-it” or adhesive markers be used on permanent records. Instead, use paper tags or flags to mark pages in permanent records.
- ▶ Corrosive metal fasteners should not be used and should be removed as soon as possible and replaced with an approved fastening method or device.
- ▶ Cleaning and mending of permanent records should only be carried out using

approved techniques and/or under the guidance of a professional conservator.

- ▶ Adhesive tape or “sticky tape”, lamination and other temporary repair measures should not be used, as they will permanently damage the records.

Preservation Monitoring

- ▶ Preservation assessments should be conducted on a regular basis to provide condition reports and identify any necessary repairs or treatments.
- ▶ Permanent records should be regularly inspected for signs of insects and mould.
- ▶ Copying of fragile permanent records should be prioritised based on frequency of access and condition of the records.
- ▶ Use of permanent records should be monitored to identify requirements for copying of heavily used records.

Fragile Records

- ▶ Permanent records which are fragile or damaged must be reported to the NT Archives Service for advice.
- ▶ Access to any fragile or damaged records should be restricted until additional advice has been received.
- ▶ Preservation copying should be prioritised for records that are fragile in order to reduce handling and further damage.

Copying

- ▶ The NT Archives Service should be informed of any preservation copying project, and a review of the agreement for exemption should be undertaken to determine if the requirement for the exemption remains.
 - ▶ Preservation microfilming is the preferred method for copying permanent records, and should be carried out in accordance with the standards endorsed by the NT Archives Service.
 - ▶ Preservation microfilms should have a master for preservation, and a duplicate copy from which reference copies can be made.
 - ▶ Preservation photocopying should be carried out on permanent or archival paper. For further advice consult the NT Archives Service.
 - ▶ Digitisation of permanent records should ensure that context, authenticity and integrity are captured both in the image and in the metadata.
 - ▶ Copying for access purposes should only be carried out with due consideration for the condition of the item and its physical integrity (eg. maintain original order).
 - ▶ Permanent records should not be copied multiple times due to the cumulative damage from heat and light exposure.
- ▶ Any item which requires frequent copying should have a permanent reference copy produced. Additional copies can be made from the reference copy.
 - ▶ Photographs should have a reference copy made; either a photographic print, negative, digitised image or photocopy. Such copies should be clearly identified as duplicates or reproduction copies.

Display

- ▶ Good quality facsimile copies of permanent records should be displayed instead of the originals to avoid damage to the original records.
- ▶ Display of original permanent records should only take place with the approval of the NT Archives Service to ensure that appropriate requirements are met to minimise deterioration.

Public Access

- ▶ Public access policies and procedures for permanent records retained by public sector organisations should be developed and promoted to the public.
- ▶ Permanent records available for public access are listed and documented to help facilitate access.
- ▶ Facilities for public access are provided including staff to provide assistance, a supervised research room, and copying services.

Additional advice and information on storage and preservation is available from the NT Archives Service.

COMPLIANCE CHECKLIST

NT Government public sector organisations need to satisfy the following requirements to comply with this standard.

- Permanent records are identified in current authorised records disposal schedules.
- Storage facilities for permanent records are located in low risk areas away from flood zone and other industrial and environmental risks.
- Public sector organisations have disaster prevention and recovery plans in place for permanent records and staff members receive training.
- Fire suppression and alarm systems are in place in the storage facilities and are tested regularly.
- Security measures are in place to ensure only authorised access to storage areas for permanent records.
- Storage areas for permanent records have 24-hour air conditioning providing temperature and humidity levels suitable for the record type, and conditions are monitored (see “*Appendices A, B and C: Storage conditions for permanent records over 30 years old retained by organisations*”, pages 16-18).
- Air conditioning systems are well maintained and filters cleaned or replaced regularly.
- Storage areas for permanent records are kept clean, dry and well ventilated.
- Permanent records are stored away from ultraviolet light.
- Storage areas for permanent records are kept free of insects and vermin through regular inspections, fumigation and physical barriers.
- Permanent records are stored in boxes on suitable metal shelving or housing with sufficient strength to hold the weight.
- Shelves and housing are not overfilled or overloaded to avoid the risk of crushing of permanent records or injury to staff.
- No permanent records are stored on the floor or on boxes on top of each other.
- Permanent records are stored in archival packaging, and stored in a manner ensuring no damage to their format, i.e. not overfilled.
- Procedures are in place to regularly assess the storage conditions of the permanent records to ensure they comply with this standard.
- Public sector organisations that apply for an exemption, provide access to and information regarding the permanent records in their custody to the NT Archives Service for the purpose of compliance assessments, upon request.
- Public sector organisations which have been granted an exemption submit

annual reports to the NT Archives Service reporting on compliance with the exemption requirements.

- Public sector organisations notify the NT Archives Service of any preservation copying project, and review the agreement for exemption to determine if the requirement for the exemption remains.
- Public sector organisations which have been granted an exemption address any failure or inability to meet the exemption requirements promptly to ensure there is no damage to the records, and report any change of these conditions to the NT Archives Service.
- Prior to the end of the period of an exemption, the organisation must review its requirement and ability to retain the permanent records in its custody for a further period and apply for a further exemption, if appropriate.
- Public sector organisations formalise and incorporate the advice outlined in this standard in their policies and procedures.
- Public sector organisations that have obtained an extension of the transfer period and are having difficulty maintaining these standards must advise the NT Archives Service immediately.

APPENDIX A – STORAGE CONDITIONS FOR PERMANENT RECORDS OVER 30 YEARS OLD RETAINED BY ORGANISATIONS (PAPER)

Requirement	Compliance			
	Paper (a) <ul style="list-style-type: none"> • Files • Cards • Volumes • Computer print-outs and other papers 		Paper (b) <ul style="list-style-type: none"> • Maps • Plans • Charts 	
Environmental conditions	Minimum Compliance	Best Practice	Minimum Compliance	Best Practice
Temp/RH	20°C ± 2°C 50%RH ± 5%	20°C ± 2°C 50%RH ± 5%	20°C ± 2°C 50%RH ± 5%	20°C ± 2°C 50%RH ± 5%
Air Quality	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases
Lighting	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied	No natural light (no windows, or windows with 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied UV filtered fluorescent lighting	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied UV filtered fluorescent lighting
Safety and protection	Minimum Compliance	Best Practice	Minimum Compliance	Best Practice
Fire	Heat/smoke detection Fire alarms Extinguishers Sprinkler system	VESDA™ (very early smoke detection apparatus) Fire alarms Extinguishers Sprinkler system	Heat/smoke detection Fire alarms Extinguishers Sprinkler system	VESDA™ (very early smoke detection apparatus) Fire alarms Extinguishers Sprinkler system
Security	Alarm systems Controlled access	24-hour physical or electronic surveillance Alarm systems Controlled access	Alarm systems Controlled access	24-hour physical or electronic surveillance Alarm systems Controlled access
Shelving/Housing	Powder coated or baked enamel metal shelving	Powder coated or baked enamel metal shelving	Powder coated or baked enamel metal shelving or plan cabinets Flat storage	Powder coated or baked enamel metal shelving or plan cabinets Flat storage
Containers	Durable cardboard boxes, preferably one piece with no loose lids, staples or adhesives, eg archive standard type 1 boxes	Archival quality acid-free boxes	If stored flat in drawers, no containers required If stored rolled, should be rolled around cylinders and wrapped or stored in boxes	Archival quality acid-free folders or containers
Packaging	Good quality file covers, folders and envelopes (no corrosive metal fasteners or PVC)	Archival quality acid-free file covers, folders or envelopes	Good quality sleeves, enclosures or interleaving (no corrosive metal fasteners or PVC)	Archival quality acid-free sleeves enclosures or interleaving

APPENDIX B – STORAGE CONDITIONS FOR PERMANENT RECORDS OVER 30 YEARS OLD RETAINED BY ORGANISATIONS (PHOTOGRAPHS)

Requirement	Compliance			
	Photographic media (a) black and white		Photographic media (b) colour	
	<ul style="list-style-type: none"> • Sheet film • Cine film • X-rays • Microforms • Glass plate photographs 		<ul style="list-style-type: none"> • Sheet film • Cine film • Glass plate photographs 	
Environmental conditions	Minimum Compliance	Best Practice	Minimum Compliance	Best Practice
Temp/RH	20°C ± 2°C 50%RH ± 5%	<18°C ± 2°C 35% RH Records stored at <10°C must be acclimatised before and after cold storage	20°C ± 2°C 50%RH ± 5%	<5°C 35%RH ± 5% Records stored at <10°C must be acclimatised before and after cold storage
Air Quality	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases NB degrading cellulose acetate or nitrate films must be isolated from other records	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases NB degrading cellulose acetate or nitrate films must be isolated from other records
Lighting	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied	No natural light (no windows, or windows with 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied UV filtered fluorescent lighting	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied UV filtered fluorescent lighting
Safety and protection	Minimum Compliance	Best Practice	Minimum Compliance	Best Practice
Fire	Heat/smoke detection Fire alarms Extinguishers Sprinkler system	VESDA™ (very early smoke detection apparatus) Fire alarms Extinguishers Gas flooding or sprinkler system	Heat/smoke detection Fire alarms Extinguishers Sprinkler system	VESDA™ (very early smoke detection apparatus) Fire alarms Extinguishers Gas flooding or sprinkler system
Security	Alarm systems Controlled access	24-hour physical or electronic surveillance Alarm systems Controlled access	Alarm systems Controlled access	24-hour physical or electronic surveillance Alarm systems Controlled access
Shelving/Housing	Powder coated or baked enamel metal shelving NB glass plates require stationary shelving and vertical storage	Powder coated or baked enamel metal shelving NB glass plates require stationary shelving and vertical storage	Powder coated or baked enamel metal shelving NB glass plates require stationary shelving and vertical storage	Powder coated or baked enamel metal shelving NB glass plates require stationary shelving and vertical storage (may be in a freezer or refrigerator)
Containers	Durable cardboard boxes, preferably one piece with no loose lids, staples or adhesives, eg archive standard type 1 boxes.	Archival non-buffered containers that have passed the Photographic Activity Test (PAT) Glass plates require additional shock protection	Durable cardboard boxes, preferably one piece with no loose lids, staples or adhesives, eg archive standard type 1 boxes.	Archival non-buffered containers that have passed the Photographic Activity Test (PAT) Glass plates require additional shock protection Frozen material must be in sealed vacuum packages
Packaging	Good quality enclosures (no corrosive metal fasteners or PVC)	Archival non-buffered enclosures that have passed the Photographic Activity Test (PAT)	Good quality enclosures (no corrosive metal fasteners or PVC)	Archival non-buffered enclosures that have passed the Photographic Activity Test (PAT)

APPENDIX C – STORAGE CONDITIONS FOR PERMANENT RECORDS OVER 30 YEARS OLD RETAINED BY ORGANISATIONS (MAGNETIC AND OPTICAL MEDIA)

Requirement	Compliance			
	Magnetic media		Optical media	
	<ul style="list-style-type: none"> • Computer tapes and disks • Video tapes • Audio tapes • Magneto-optical disks 		<ul style="list-style-type: none"> • Compact and mini discs • Laser discs 	
Environmental conditions	Minimum Compliance	Best Practice	Minimum Compliance	Best Practice
Temp/RH	20°C ± 2°C 50%RH ± 5%	18°C ± 2°C 35% RH ± 5%	20°C ± 2°C 50%RH ± 5%	<18°C ± 2°C 35% RH
Air Quality	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases	Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases
Lighting	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied	No natural light (no windows, or windows with 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied UV filtered fluorescent lighting	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied	No natural light (no windows or 100% UV block-out curtains and/or tinting) Separate controls for electric lighting Lights off unless area occupied UV filtered fluorescent lighting
Safety and protection	Minimum Compliance	Best Practice	Minimum Compliance	Best Practice
Fire	Heat/smoke detection Fire alarms Extinguishers Sprinkler system	VESDA™ (very early smoke detection apparatus) Fire alarms Extinguishers Gas flooding or sprinkler system	Heat/smoke detection Fire alarms Extinguishers Sprinkler system	VESDA™ (very early smoke detection apparatus) Fire alarms Extinguishers Gas flooding or sprinkler system
Security	Alarm systems Controlled access	24-hour physical or electronic surveillance Alarm systems Controlled access	Alarm systems Controlled access	24-hour physical or electronic surveillance Alarm systems Controlled access
Shelving/Housing	Non-magnetisable shelving	Non-magnetisable shelving	Powder coated or baked enamel metal shelving	Powder coated or baked enamel metal shelving
Containers	Non-magnetisable manufacturers containers	Non-magnetisable, archival quality sealed containers, cassettes cases or sleeves	Manufacturers containers	Archival quality acid-free containers or boxes
Packaging	Non-magnetisable manufacturers packaging	Non-magnetisable, archival quality sealed containers, cassettes cases or sleeves	Manufacturers packaging	Archival quality acid-free envelopes or enclosures

