



State Records Office Guideline

Archival Storage Specification

**A Recordkeeping Guideline for
Government Organizations**

**State Records Office of WA
Perth, Western Australia**

June 2016

TABLE OF CONTENTS

PURPOSE	2
PART A: TEMPERATURE AND HUMIDITY LEVELS	3
PART B: RECOMMENDED SHELVING AND PACKAGING	5
PART C: STORAGE CONTAINERS	9

PURPOSE

This specification is to be used by government organizations that have obtained approval to retain State archives in accordance with *SRC Standards*.

Conditions of approval to retain State archives beyond the compulsory transfer period are that such archives will be kept in accordance with *SRC Standards*.

This Specification sets out the requirements for storage areas and has been adapted from the *Standard for the storage of archival records (excluding digital records)* produced by the National Archives of Australia, 2014.

PART A: TEMPERATURE AND HUMIDITY LEVELS

Temperature and Humidity Levels		
Format	Temperature	Relative humidity
Paper records: <ul style="list-style-type: none"> files cards computer print-outs maps plans charts posters 	17°C – 23°C <ul style="list-style-type: none"> tolerable daily change of 3°C there is no 'set point', any reading within this range is acceptable continuous control required 	30% – 50% <ul style="list-style-type: none"> tolerable daily change of 10% there is no 'set point', any reading within this range is acceptable continuous control required
Composite materials and sensitive materials: <ul style="list-style-type: none"> bound volumes parchment documents 	17°C – 23°C <ul style="list-style-type: none"> tolerable daily change of 3°C there is no 'set point', any reading within this range is acceptable continuous control required 	40% – 50% <ul style="list-style-type: none"> tolerable daily change of 5% there is no 'set point', any reading within this range is acceptable continuous control required
Black and white (silver gelatine) photographic prints		
Miscellaneous: <ul style="list-style-type: none"> models objects mixed media items 		
Photographic media: <ul style="list-style-type: none"> sheet film cine film colour print material historic photographic prints x-rays microforms glass plate negatives lantern slides photographic media with vinegar syndrome (require isolation from other materials) 	3°C – 5°C <ul style="list-style-type: none"> tolerable daily change of 1°C there is no 'set point', any reading within this range is acceptable continuous control required records must be acclimatised when being moved in and out of storage space 	35% – 45% <ul style="list-style-type: none"> tolerable daily change of 5% there is no 'set point', any reading within this range is acceptable continuous control required
Optical media: <ul style="list-style-type: none"> compact and mini discs laser discs 		
Magnetic media: <ul style="list-style-type: none"> computer tapes and disks video tapes audio tapes magneto-optical discs 	7°C – 9°C <ul style="list-style-type: none"> tolerable daily change of 1°C there is no 'set point', any reading within this range is acceptable continuous control required records must be acclimatised when being moved in and out of storage space 	35% – 45% <ul style="list-style-type: none"> tolerable daily change of 5% there is no 'set point', any reading within this range is acceptable continuous control required records must be acclimatised when being moved in and out of storage space

Temperature and Humidity Levels		
Format	Temperature	Relative humidity
Preservation master film material: <ul style="list-style-type: none"> ▪ sheet film ▪ cine film 	-20°C – 10°C <ul style="list-style-type: none"> ▪ tolerable daily change of 3°C ▪ there is no 'set point', any reading within this range is acceptable ▪ continuous control required ▪ records must be acclimatised when being moved in and out of storage space 	30% – 50% <ul style="list-style-type: none"> ▪ tolerable daily change of 5% ▪ there is no 'set point', any reading within this range is acceptable ▪ continuous control required ▪ records must be acclimatised when being moved in and out of storage space

PART B: RECOMMENDED SHELVING AND PACKAGING

Recommended Shelving and Packaging		
Format	Shelving	Packaging
<p>Paper records:</p> <ul style="list-style-type: none"> files cards computer print- outs and other papers parchment 	<p>Powder coated or baked enamel metal shelving</p>	<ul style="list-style-type: none"> Boxes of corrugated paperboard which meets the National Archives archival quality standard. Boxes are to be produced to the 'Type 1' design with variations specific to materials of different formats and sizes File covers, wallets, folders or envelopes made from paper or paperboard which meets the National Archives archival quality standard
<p>Paper records (outsize):</p> <ul style="list-style-type: none"> maps plans charts posters 	<p>Powder coated or baked enamel metal plan cabinets or shelving. Flat storage preferred, otherwise rolled storage</p>	<ul style="list-style-type: none"> Sturdy plan folders of board which meets the National Archives archival quality standard Particularly large items may require tailor- made rigid folders for storage on open shelving Items that cannot be stored flat due to size should be rolled around a core and stored within a larger tube Fragile items should be interleaved with paper which meets the National Archives archival quality standard Fragile or significant items can be additionally protected through encapsulation in polyester enclosures

Recommended Shelving and Packaging		
Format	Shelving	Packaging
Bound volumes	Powder coated or baked enamel metal shelving	<ul style="list-style-type: none"> ▪ If in good condition can be stored unprotected ▪ Small volumes can be stored vertically ▪ Large volumes should be stored horizontally, not more than 2 high ▪ If volumes are damaged or fragile, or particularly valuable, they should be stored in tailor-made boxes or slipcases made from board that meets the National Archives archival quality standard
Miscellaneous: <ul style="list-style-type: none"> ▪ models ▪ objects ▪ other 3D items ▪ mixed media items 	<ul style="list-style-type: none"> ▪ Powder coated or baked enamel metal shelving ▪ Pallet racking for outsize items 	<ul style="list-style-type: none"> ▪ Boxes made of corrugated paperboard which meets the National Archives archival quality standard. If no suitable box exists in the standard range, a box should be tailor- made for the item ▪ Particularly heavy or large items can have wooden crates specially constructed to house them. The wood should be varnished to seal it and the varnish should be well- aired before the crate is put into use ▪ All packaging and wrapping materials should have passed the Photographic Activity Test (PAT)

Recommended Shelving and Packaging		
Format	Shelving	Packaging
<p>Photographic media:</p> <ul style="list-style-type: none"> ▪ black and white (silver gelatine) photographic prints ▪ sheet film ▪ x-rays ▪ microforms ▪ historic photographic prints ▪ colour prints <p>Magnetic media:</p> <ul style="list-style-type: none"> ▪ computer tapes and disks ▪ video tapes ▪ audio tapes ▪ magneto-optical discs <p>Optical media:</p> <ul style="list-style-type: none"> ▪ compact and mini discs ▪ laser discs 	<p>Powder coated or baked enamel metal shelving</p>	<ul style="list-style-type: none"> ▪ Boxes of inert polypropylene which has passed the Photographic Activity Test (PAT) or corrugated paperboard which meets the National Archives archival quality standard. Boxes shall be produced to the 'Type 1' design with variations specific to materials of different formats and sizes ▪ Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT)
<p>Cine film</p>	<ul style="list-style-type: none"> ▪ Powder coated or baked enamel metal shelving ▪ Galvanised iron or stainless steel racking 	<ul style="list-style-type: none"> ▪ On polypropylene cores and in film cans that have passed the Photographic Activity Test (PAT). ▪ Films should be stored horizontally, stacked no more than 6 cans high for 16mm film and no more than 3 high for 35mm film.

Recommended Shelving and Packaging		
Format	Shelving	Packaging
<p>Glass photographic materials:</p> <ul style="list-style-type: none"> ▪ glass plate negatives ▪ lantern slides 	<ul style="list-style-type: none"> ▪ Powder coated or baked enamel metal shelving ▪ Stationary shelving 	<ul style="list-style-type: none"> ▪ Boxes of inert polypropylene which has passed the Photographic Activity Test (PAT) or corrugated paperboard which meets the National Archives archival quality standard Boxes shall be produced to the 'Type 1' design with variations specific to materials of different formats and sizes ▪ Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT) ▪ Require additional shock protection. All products used for this purpose should have passed the Photographic Activity Test (PAT) ▪ Require vertical storage

PART C: STORAGE CONTAINERS

All archival records will be placed in a storage container. The nature of this container will depend on the following type of material.

General storage (files, binders, documents, photographs)

Boxes are produced of corrugated paperboard which meets the National Archives' archival quality standard. Boxes shall be produced to the 'Type 1' design with variations specific to materials of different formats and sizes.

Outsize or unusually shaped items

Where applicable, a box from among the range of National Archives' standard designs should be used. If no suitable box exists a box should be tailor-made for the item. All boxes should be constructed from corrugated paperboard which meets the National Archives archival quality standard. Particularly heavy or large items can have wooden crates specially constructed to house them. The wood should be varnished to seal it and the varnish should be well-aired before the crate is put into use.

Maps, plans, charts and posters

These are stored in sturdy plan folders of board which meets the National Archives archival quality standard. Folders are stored in groups in plan cabinets. Particularly large items may require tailor-made rigid folders for storage on open shelving. Items that cannot be stored flat, due to size, should be rolled around a core and stored within a larger tube.

Audiovisual material (motion picture film, magnetic media) and microfilm

These are stored in boxes or 'film cans' of an inert plastic which has passed the Photographic Activity Test.

Still film (photographic negatives, transparencies)

These are stored either in boxes of inert plastic which has passed the Photographic Activity Test or corrugated paperboard which meets the National Archives archival quality standard. This material is always given a first level of protection in the form of enclosures of archival paper which has passed the Photographic Activity Test and/or sleeves or bags of inert plastic which has passed the Photographic Activity Test.

For further information please contact:
State Records Office of WA
email: sro@sro.wa.gov.au