

Standard on the physical storage of State records

Introduction

1.1 Purpose

The purpose of this standard is to establish minimum requirements for the storage of physical State records and to guide decisions for storing records. Public offices should ensure that:

- all physical records are controlled, secure, protected, and accessible for as long as they are required, to meet business and accountability needs, and that
- all physical records *required as State archives* are stored in conditions that meet the requirements of the standard.

1.2 Authority of this standard

This standard is issued under section 13(1) of the *State Records Act 1998* which enables State Records NSW to 'approve standards and codes of best practice for records management by public offices.'

1.3 Who should use this standard

This standard applies to all public offices as defined in section 3 of the State Records Act, to which Part 2 of the Act applies.

The standard applies to records created and maintained by contractors and service providers on behalf of public offices in the course of outsourced government business.

The requirements of the standard are applicable to all storage areas and facilities which are controlled and managed by the public office. Public offices engaging commercial storage services should ensure that the storage area/facility and services to be provided under contractual arrangement meet the requirements of the standard.

1.4 Scope of this standard

This standard covers records in the control of the public office which have a physical format. It covers:

- paper files and documents
- volumes and registers
- maps, plans, charts and drawings
- photographic media including photographic prints and negatives, film, microforms, and x-rays
- magnetic media such as digital tape, video and audio cassettes
- optical media such as CDs and DVDs, and
- digital records stored on tapes, disks, or portable hard drives.

This standard does not cover:

- additional storage and handling requirements for officially classified materials (e.g. material identified as protected, secret and top secret)
- storage of records on network servers, in data centres, or in the cloud, or
- storage of the State Archives Collection by Museums of History NSW or
- storage of State archives under a distributed management agreement made under section 30 of the State Records Act.

For storage of classified material see Policy 8 of the Protective Security Policy Framework at <https://www.protectivesecurity.gov.au> .

For storage of digital records see the NSW Government Data Strategy, NSW Government Cloud Policy, and NSW Cyber Security Policy at <https://www.digital.nsw.gov.au/policy> .

Records identified in retention and disposal authorities as *required as State archives* are to be stored in conditions that meet the requirements of the standard while the records are under the control of the public office. This includes records that are subject to *still in use determinations* under section 28 of the *State Records Act 1998*.

The standard covers the following:

- **short term storage** of records required to be retained for up to 30 years. These records should be stored according to the requirements in **Table A**; and
- **long term storage** of records which have retention periods of more than 30 years or which are required as State archives. These records should be stored according to the requirements in **Table B**.

This standard is supported by a range of guidance available from <https://staterecords.nsw.gov.au> .

1.5 Background

Section 11 of the *State Records Act 1998* requires each public office to ‘...ensure the safe custody and proper preservation of the State’s records that it has control of’.

To assist public offices understand and implement this obligation, State Records NSW has issued standards on physical storage of State records since 2000, most recently in 2019. Following consultation with public offices, this revised version of the standard has been prepared for formal consultation in line with section 13 of the State Records Act.

1.6 Structure

This standard sets out six principles for managing the storage of semi-active physical State records. Under each principle there is a brief explanation of the principle and identified compliance requirements.

1.7 Definitions

For the purposes of this standard the following definitions apply. Terms that have not been referenced are taken from State Records NSW sources. All other sources are provided in brackets after the definition.

Integrated pest management

A preventive approach to pest management aimed at reducing the risks of pests damaging records and minimising the need for chemical solutions. An integrated pest management plan is specific to each storage location and includes regular inspections, physical controls and quarantining new material to prevent introducing pests, environmental controls, and good housekeeping and cleansing protocols. It also incorporates response strategies such as freezing, low oxygen and heat treatments, and, where required, spray treatment of the storage space. (See Pests at <https://aiccm.org.au/wiki/pests/>)

Records

Record means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (*State Records Act 1998*, s.3(1), *Definitions*)

Semi-active records

Records required infrequently in the conduct of current business and stored in a storage area or facility.

Senior Responsible Officer (SRO)

The Senior Responsible Officer (SRO) is the individual within the public office who has been delegated strategic and corporate responsibility for records and information management. The SRO is responsible for ensuring that records and information management is in place and operating effectively to support business operations and is usually a senior manager reporting to the Chief Executive or to the Chief Information Officer. The role of the SRO is established under the [Standard on records management](#), minimum compliance requirement 1.3.

State archive

State archive means a State record that Museums of History NSW has control of under this Act. (*State Records Act 1998*, s.3(1), *Definitions*).

State record

State record means a record made or received by a person, whether before or after the commencement of this section—

- (a) in the course of exercising official functions in a public office, or
- (b) for a purpose of a public office, or
- (c) for the use of a public office. (*State Records Act 1998*, s.3(1), *Definitions*).

Storage area

A room, compactus or space within a storage facility or building whose primary purpose is to store records.

Storage facilities

Any building that houses records, including commercial storage facilities, in-house storage facilities and archival storage facilities.

1.8 Further information

For more information on this standard, please contact State Records NSW.

Principles

Principle 1: Records are stored in appropriate storage areas and facilities and located away from known and unacceptable risk.

Records should be stored in dedicated records storage areas and facilities in NSW that are not located near known natural or man-made hazards.

Records storage areas and facilities should

- be assessed for possible risks and any risks identified should be mitigated to an acceptable level
- be approved for use by the public office's Senior Responsible Officer (SRO) or delegate
- be regularly inspected to confirm that requirements are being met
- have appropriate and comprehensive fire detection and protection systems and equipment, and
- have current counter disaster reaction and recovery plans.

Under section 15 of the *State Records Act 1998*, State Records NSW has the authority to inspect storage areas and facilities being used by the public office for the storage of State records.

Minimum compliance requirements	Examples of how a public office can demonstrate compliance with the requirement
1. The location of each records storage area and facility has been subject to risk assessment to identify and mitigate possible risks to records.	<p>Risk assessment and mitigation documentation.</p> <p>Risk issues are addressed in the public office's risk register and business continuity plan.</p> <p>Documentation and approvals to use storage facilities located outside of NSW identify that the facilities/records stored outside of NSW meet the requirements of GA35 (<i>Transferring records out of NSW for storage with and maintenance by service providers based outside of the State</i>).</p> <p>Risk assessment reports identify that the locations of commercial storage facilities and storage areas used for storing records conform with requirements of the standard.</p>
2. The Senior Responsible Officer (SRO) or delegated representative has approved all records storage areas and facilities.	<p>Records management policy identifies that the Senior Responsible Officer (SRO) or delegate is responsible for ensuring that all records storage areas and facilities have been inspected and approved for use.</p> <p>Records management policy identifies that records should only be stored in approved and appropriate storage areas and facilities.</p> <p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities.</p>
3. The storage facilities have been assessed as being suitable for the storage of records.	<p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities.</p> <p>A storage plan which details measures and safeguards implemented in storage areas and</p>

	<p>facilities to protect records from fire and water influx (from above, below or through walls or openings), pest infestations and pollution.</p> <p>Structural engineer's report identifying that storage area/facility has sufficient floor loading capacity to support records and equipment when at full capacity.</p> <p>Shelving contractor's report that installed shelving does not exceed agreed floor loading limits.</p> <p>Risk assessment reports of commercial storage facility used for storing records identifying conformity with requirements of the standard.</p>
4. Storage areas and facilities are weatherproof and have good drainage.	<p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities.</p> <p>A storage plan which details design measures and safeguards implemented in storage areas and facilities which protect records from fire and water influx (from above, below or through walls or openings).</p>
5. Storage areas and facilities are dedicated to either records or records/library materials storage.	<p>Documentation on establishment and maintenance of a dedicated area/facility for storing records (i.e. storage outside of the office environment).</p> <p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities.</p>
6. Storage areas and facilities have appropriate and comprehensive fire detection and protection systems and equipment.	<p>Certificates of occupancy.</p> <p>Risk assessment reports which demonstrate that the facility has appropriate fire detection and protection systems and equipment.</p> <p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities.</p>
7. Each storage area and facility used by the public office has a current disaster reaction and recovery plan which is regularly revised and equipment / supplies to assist in the recovery of records after a disaster.	<p>A documented and up-to-date disaster reaction and recovery plan along with records of tests, results and evidence that it is reviewed.</p> <p>Reports of staff training sessions on the disaster reaction and recovery plan.</p> <p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities.</p>
8. Insurance for the recovery and restoration of State records in the event of a disaster.	<p>Public office has appropriate insurance coverage for the recovery and restoration of records in the event of a disaster.</p>
9. State Records NSW is notified if records are damaged or lost. This official	<p>Procedures for responding to disasters affecting records include process for contacting State</p>

<p>notification should be made as soon as practically possible after the event has occurred.</p>	<p>Records NSW</p> <p>Assessment/inspection reports of affected records.</p> <p>Formal notifications to State Records NSW of damage or loss to records.</p>
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Principle 2: Records are stored in environmental conditions appropriate to their format and retention period.

Records should be stored in environmental conditions appropriate to the format and retention period of the record. Environmental conditions should be stable in the storage area, with no major fluctuations in temperature or relative humidity. Temperature and relative humidity should be monitored.

Sustainable and stable storage environments can be achieved through a combination of:

- building design and construction
- insulation from the external climate
- selection of a suitable location for the storage area/facility
- air conditioning.

All records should be sentenced for disposal before being transferred to a storage area or facility.

Understanding the retention period of the record enables the public office to

- identify which records are short term (to be retained for up to 30 years) and those that are long term (retain 30 years or longer)
- store records in the storage conditions which are appropriate for the retention period of the record, and
- identify those records which are to be transferred to Museums of History NSW as part of the transfer planning process.

Short term records: records that are to be retained for 30 years or less and then disposed of, should be stored according to the requirements in **Table A**. Conditions for short term records are not as exacting as the conditions for long term records or records required as State archives. All records should be sentenced before any transfer occurs to storage that is appropriate only for short term records. This will help public offices to meet their obligations to protect State records from damage.

Long term records: records that are to be retained for 30 years or longer or that are required to be transferred as State archives should be stored in the best environmental conditions possible, See **Table B**. Timely transfer of records required as State archives to Museums of History NSW will reduce the burden on a public office to ensure appropriate storage environments.

Minimum compliance requirements	Examples of how a public office can demonstrate compliance with the requirement
<p>1. Short term records (records retained for up to 30 years) are stored in conditions identified in Table A which ensure preservation until the records are no longer required.</p>	<p>Records are sentenced using authorised retention and disposal authorities before transfer to storage.</p> <p>Temperature and relative humidity logs for storage areas.</p> <p>Assessment reports which confirm that short term records have been placed in appropriate storage conditions for their retention periods.</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>
<p>2. Long term records (records to be retained for 30 years or longer and those required as State archives) are stored in conditions identified in Table B which will ensure their preservation.</p>	<p>Records are sentenced using authorised retention and disposal authorities before transfer to storage.</p> <p>Assessment reports which confirm that long term records have been placed in appropriate storage</p>

	<p>conditions for their retention periods.</p> <p>Assessment reports which confirm that records identified as State archives are in appropriate storage conditions.</p> <p>Temperature and humidity logs for storage areas.</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>
<p>3. Temperature and humidity levels within storage areas and facilities are monitored for stability and action taken to minimise any significant fluctuations.</p>	<p>Assessment reports which identify appropriate storage conditions for records in storage areas and facilities.</p> <p>Temperature and humidity logs for storage areas/facilities.</p> <p>Reports on monitoring of temperature and humidity in each storage area / facility</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>
<p>4. Records are stored away from direct light, including sunlight.</p>	<p>Risk assessment reports which detail how the impact of sunlight and UV light on records has been minimised in storage areas/facilities.</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>
<p>5. The air in records storage areas circulates freely and there is an intake of fresh air.</p>	<p>Documentation of maintenance for any air circulation system in use.</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>
<p>6. Magnetic media is protected from magnetic fields.</p>	<p>Use of special packaging for magnetic media.</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>
<p>7. Records storage areas and facilities have an integrated pest management system.</p>	<p>Pest management logs.</p> <p>Inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p>

Principle 3: Shelving, equipment and containers used for storing records are secure, accessible and protected from deterioration.

Using appropriate shelving and equipment ensures that records are secure, accessible, and protected.

Records storage areas, facilities, shelving, containers and equipment should comply with workplace health and safety requirements.

For storage of classified material see Policy 8 of the Protective Security Policy Framework at <https://www.protectivesecurity.gov.au> .

Minimum compliance requirements	Examples of how a public office can demonstrate compliance with the requirement
<p>1. Shelving, handling equipment, and containers are clean, in good condition and appropriate to the format and security requirements of the records.</p>	<p>Plans for the storage area/facility identify appropriate shelving and handling equipment for records of different types of formats (e.g. non-magnetisable shelving), appropriate containers for records of different formats and retention periods, and security requirements.</p> <p>Inspection logs/documentation confirm that appropriate shelving and handling equipment and containers are used, clean and in good condition.</p> <p>Assessment reports identify that security classified records are stored in appropriate containers.</p> <p>Records storage procedures cover the selection and appropriate use of containers.</p>
<p>2. Records storage facilities, shelving, equipment, and containers meet workplace health and safety requirements.</p>	<p>WH&S risk assessment reports.</p> <p>Safe working practice assessments.</p>

Principle 4: A regular maintenance and monitoring program for records storage areas has been implemented.

Records storage areas and facilities should be regularly monitored and well maintained to ensure that they continue to provide a stable and suitable environment for records.

Regular monitoring of records, records storage areas and facilities ensures that any new risks are identified and mitigated. Monitoring records involves regular checking of a sample of records and containers across the storage area and facility for mould or pest infestation and any visible signs of deterioration. Monitoring of the storage areas and facilities also ensures that any security issues are promptly identified. See Principle 6 for further information about security measures for records storage.

If mould or pest infestation is identified, State Records NSW must be promptly notified and the problem must be treated quickly. Repairs to records should be undertaken where necessary and if they are not likely to damage the records further. Repairs to records should only be carried out under the supervision of a conservator and in consultation with State Records NSW.

Minimum compliance requirements	Examples of how a public office can demonstrate compliance with the requirement
<p>1. Records storage areas and facilities are clean and maintained.</p>	<p>Building maintenance and pest inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p> <p>Documentation of maintenance undertaken to mitigate risks.</p> <p>Maintenance reports which detail corrective work undertaken.</p>
<p>2. Regular monitoring of records, containers, and shelving in the storage facility to identify any signs of pest infestation, mould, or other deterioration.</p>	<p>Schedule of monitoring/inspections of storage areas/facilities.</p> <p>Building maintenance and pest inspection reports of regular monitoring of storage areas/facilities used by the public office, including commercial storage facilities.</p> <p>Pest management documentation.</p> <p>Assessment reports identify any records or containers which have signs of pest infestation, mould, or other deterioration.</p> <p>Procedures identify how to check storage areas/facilities for risks to records, mould, and pest infestations.</p>
<p>3. Mould or pest infestation is treated promptly and appropriately.</p>	<p>Building maintenance and pest inspection reports of storage areas/facilities used by the public office, including commercial storage facilities.</p> <p>Pest management documentation, including information on treatments undertaken to remove pest infestation.</p> <p>Procedures for responding to mould or pest infestations include notification process for contacting State Records NSW.</p>

	<p>Assessment/inspection reports of affected records.</p> <p>Conservation reports.</p> <p>Formal notification to State Records NSW of damage to records.</p>
<p>4. Appropriate conservation action is undertaken as required but repairs to records do not damage the records further.</p>	<p>Formal notification to State Records NSW of damage to records.</p> <p>Agreement with service provider for assessment of records and treatments/repairs to records.</p> <p>Conservation reports.</p>

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Principle 5: Records are controlled in a system so that they can be identified, located and retrieved.

Records need to be sufficiently identified and described in a system so that they can be easily identified and located, and promptly retrieved from storage, when required.

Mechanisms for improving accessibility to records in storage facilities should be balanced with the need to safeguard and protect records against unauthorised access or theft.

Individual record items and containers of records should be registered into the public office's recordkeeping systems, and the public office should be able to track the movement and location of all its records, regardless of location, and identify for how long they need to be stored prior to destruction or transfer as archives.

Machinery of government changes, or other business transformation models such as *outsourcing* or *privatisation*, may result in changes to which public office has control of records located in a storage facility (see sections 6 and 7 of the *State Records Act 1998*). If a function of public office is no longer undertaken by the public office, then it is important that control and access of these records in storage is addressed as part of the transfer of functions to the public office that *now* controls the records. Storage providers should also be informed of any changes to the control of records, so that storage costs, decisions about records and access to records can be correctly administered.

Handling of records

When records are retrieved from storage areas or facilities, they should be handled appropriately for their format and protected from damage or deterioration. When records are transported, they should be secured and protected against the weather, light, pollution, unauthorised access, theft and other dangers.

Records with security classifications or containing sensitive information should be handled in accordance with NSW Government requirements and the Australian Government's Protective Security Policy Framework, see Policy 8 at <https://www.protectivesecurity.gov.au>.

Records of long term or archival value

If long term records or records required as State archives are to be digitised, then the public office should contact Museums of History NSW to confirm digitisation processes to be undertaken. Arrangements can then be made to transfer the source records or a digital version of the records to the State Archives Collection in line with the conditions under the *General Retention and Disposal Authority: Original or source records that have been copied (GA45)*.

Minimum compliance requirements	Examples of how a public office can demonstrate compliance with the requirement
<p>1. Records are controlled in a system which allows them to be identified, located, retrieved, and returned to storage after use.</p>	<p>The plan for the storage area/facility includes information on the physical and intellectual control of records.</p> <p>Documented and implemented systems and metadata for the physical and intellectual control of records in storage areas/facilities which allows for the effective identification, retrieval and tracking of records.</p> <p>Recordkeeping system includes information on the location of records within storage areas and the tracking of the movement of records.</p> <p>Contracts with service providers include clauses requiring the capture of appropriate metadata</p>

	<p>about the records and containers, and the tracking of movement and location of records.</p> <p>Procedures for identification and tracking of record locations.</p>
<p>2. Policies and procedures are implemented for the appropriate handling and use of records, including those records that are long term or required as State archives.</p>	<p>Policies and procedures include the retrieval, handling, safe transport of records, and the return of records to storage.</p> <p>Inspection logs/documentation confirm that all records (including long term records and records required as State archives) are being retrieved from storage and handled correctly.</p>
<p>3. If a public office chooses to convert or digitise records, then records are converted or digitised according to recognised standards.</p>	<p>Digitisation is undertaken in accordance with requirements in section 2 of the <i>General retention and disposal authority: Original or source records that have been copied (GA45)</i>.</p> <p>Documentation for digitisation processes and metadata schema.</p>

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Principle 6: Records are protected against theft, misuse, unauthorised access or modification.

All records in all formats require a basic level of security to prevent misuse and unauthorised access and ensure their authenticity and integrity.

Records with security classifications (e.g. protected, secret, top secret), or containing sensitive information, should be handled, protected, stored and disposed of according to NSW Government requirements and the Australian Government’s Protective Security Policy Framework, see Policy 8 at <https://www.protectivesecurity.gov.au> .

Serious security breaches (including those that may relate to personal information) should be reported to the Senior Responsible Officer and to the public office’s Chief Information Officer, and assessed to ensure rectification action is taken.

Minimum compliance requirements	Examples of how a public office can demonstrate compliance with the requirement
<p>1. Storage areas and facilities are access controlled, restricted to authorised staff, intruder resistant, and monitored.</p>	<p>Plans of the storage area/facility and assessment reports include details of security measures implemented to protect records (e.g. locks, keying systems, alarms, CCTV, motion detection, perimeter access control systems, intruder detection devices, back-to-base monitoring, appropriate containers, lockable shelving or strongrooms).</p> <p>Plans of the storage area/facility include details of access monitoring and reporting.</p> <p>Access logs which record all entry to storage areas and facilities.</p> <p>Documentation confirming that all staff have appropriate security clearances.</p> <p>Assessment/inspection reports/documentation of storage areas/facilities used by the public office, including commercial storage facilities, confirm that security measures are working correctly.</p> <p>Contracts with storage providers include specific security, confidentiality, and authorised access requirements.</p> <p>Incident reports regarding any unauthorised access to any storage areas or facilities used by the public office, including commercial storage facilities.</p>
<p>2. Security classified records are stored in appropriate containers and storage zones within the storage area as per the Protective Security Policy Framework.</p>	<p>Assessment reports of storage areas and facilities used by the public office, including commercial storage facilities, identify that security classified records are stored in appropriate containers and security storage zones within the facility or storage area.</p> <p>Plans of storage areas/facilities, including commercial storage facilities used by the public office, include details of appropriate containers, and the handling and storage of security</p>

	<p>classified, sensitive, and confidential records.</p> <p>Procedures which detail how to store and handle information with different security classifications.</p>
<p>3. Records in transit are protected.</p>	<p>Procedures for the safe transport of records include information on secure transport options, and appropriate handling of records.</p> <p>Security classified records are transported in appropriate containers and encryption is used if transporting digital records on physical carriers.</p> <p>Incident reports regarding any unauthorised access or theft of records in transit.</p>

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Table A - Storage environment conditions and housing requirements for short term temporary records (records that are only required to be retained for up to 30 years)

Record format type	Environmental Conditions			Protection	
	Temperature / Relative Humidity (RH)	Air quality	Lighting	Housing	Containers/Packaging
<p>Standard archive and museum formats:</p> <ul style="list-style-type: none"> Files Cards Volumes Computer print-outs and other papers Maps Plans Charts Black & white photographic prints <p>Audio-visual and film formats</p> <ul style="list-style-type: none"> Sheet film (including photographic negatives and slide positives) Cine film X-rays Microforms Computer tapes and disks Video tapes Audio tapes Magneto-optical disks (Mini disks) CDs, DVDs Laser discs 	<ul style="list-style-type: none"> 15 – 25°C 40 – 60% RH, 50±10% RH <p>Avoid fluctuations</p>	<p>Well ventilated</p> <p><i>If you have acetate or nitrate formats, contact MHNSW for further advice on storage conditions²</i></p>	<p>Ambient light</p>	<p>Coated metal shelving</p> <p>Maps, plans and charts to be stored flat, otherwise rolled storage.</p> <p>Magnetic media should be stored on non-magnetisable shelving</p>	<p>Robust, clean containers</p> <p>Clean file covers, folders or envelopes</p> <p>Enclosures must pass the PAT¹</p> <p>Magnetic media should be in non-magnetisable sealed containers, cassettes cases or sleeves</p>

Source: AICCM Environmental Guidelines, 2018 updated 2022 available from <https://aiccm.org.au/conservation/environmental-guidelines/>

¹ PAT: The quality of photographic storage materials must pass the Photographic Activity Test (PAT). The requirements of PAT are set out in *ISO 18916:2007 Imaging materials – Processed imaging materials – Photographic activity text for enclosure materials*.

² Acetate and nitrate are unstable formats and require cooler temperatures. These formats also pose a health risk. Nitrate is a hazardous material and there are constraints on its storage and transport.

Table B - Storage environment conditions and housing requirements for long term temporary records & those records identified as State archives

Record format type	Environmental conditions				Protection		
	Temperature/ Relative Humidity (RH)	Fluctuations	Air quality	Lighting	Housing	Containers	Packaging
Standard archive and museum formats: <ul style="list-style-type: none"> • Files • Cards • Computer print-out • Maps • Plans • Charts • Posters • Bound volumes • Parchment documents • Black & White (silver gelatine) photographic prints • Historic photographic prints • Glass plate negatives • Lantern slides Miscellaneous: <ul style="list-style-type: none"> • Models • Objects • Mixed media items 	15 – 25°C	Tolerable daily change of 3°C There is no 'set point', any reading within this range is acceptable	Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases.	Low UV lighting. Systems to limit exposure e.g. motion sensors, timer-controlled switches.	Powder coated or baked enamel metal shelving or plan cabinets. Maps, plans and charts to be stored flat, otherwise rolled storage. Stationary shelving for models, objects or mixed media items.	Archival quality acid-free boxes, folders or containers. Archival non-buffered containers that have passed the Photographic Activity Test (PAT) Glass plates/lantern slides require additional shock protection.	Archival quality acid-free file covers, folders or envelopes, sleeves, enclosures. All packaging, wrapping and enclosures must have passed the Photographic Activity Test (PAT). Sturdy plan folders should be of archival quality board. Fragile items should be interleaved with archival quality paper. Items that cannot be stored flat due to size should be rolled around a core and stored within a larger tube. Large/heavy items such as models, objects or mixed media items may be stored in wooden crates. The wood should be varnished to seal it and the varnish well-aired before the crate is put into use.
	40 – 60% RH	Tolerable daily change of 10% There is no 'set point', any reading within this range is acceptable					

Audio-visual and film formats <ul style="list-style-type: none"> • Sheet film (including photographic negatives and slide positives) • Cine film • Colour print material • X-rays • Microforms • Photographic media with vinegar syndrome (<i>requires isolation from other materials</i>) • Gramophone discs Magnetic media <ul style="list-style-type: none"> • Computer tapes and disks • Video tapes • Audio tapes • Magneto-optical disks (Mini discs) Optical media <ul style="list-style-type: none"> • CDs, DVDs • Laser Discs 	5 – 10°C	<p>Tolerable daily change of 1°C</p> <p>There is no 'set point', any reading within this range is acceptable</p> <p>Records must be acclimatised when being moved in and out of storage space</p>	<p>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases.</p> <p><i>If you have acetate or nitrate formats, or colour film, contact MHNSW for further advice on storage conditions³</i></p>	<p>Low UV lighting.</p> <p>Systems to limit exposure e.g. motion sensors, timer-controlled switches.</p>	<p>Powder coated or baked enamel metal shelving or plan cabinets.</p> <p>Glass plates/lantern slides must be on stationary shelving. Require vertical storage.</p> <p>Magnetic media should be stored on non-magnetisable shelving and tapes and disks should be stored vertically.</p> <p>Gramophone discs require stationary shelving and should be stored vertically.</p>	<p>Boxes of inert polypropylene which has passed the Photographic Activity Test (PAT) or archival quality cardboard boxes.</p> <p>Cine film should be stored on polypropylene cores and in film canes that have passed the Photographic Activity Test (PAT).</p> <p>Magnetic media should be stored in non-magnetisable archival quality containers, cassette cases or sleeves.</p>	<p>Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT).</p> <p>Films should be stored horizontally, stacked no more than 6 cans high for 16mm film and no more than 3 high for 35mm film.</p>
	35 – 45% RH	<p>Tolerable daily change of 5%</p> <p>There is no 'set point', any reading within this range is acceptable</p>					

Source: National Archives of Australia, *Standard for the Physical Storage of Commonwealth Records, Table C – Guidelines for storage of records 30 years of age or over in all climatic regions*, December 2002. *Standard for the storage of archival records (excluding digital records)*, June 2014.

³ Acetate and nitrate are unstable formats and require cooler temperatures. These formats also pose a health risk. Nitrate is a hazardous material and there are constraints on its storage and transport. Colour film, whilst not a health hazard, can also fade unless stored at cooler temperatures. Contact MHNSW for further advice on storage.

Appendix A – Consolidated list of compliance requirements

Principle 1: Records are stored in appropriate storage areas and facilities and located away from known and unacceptable risk.			
		YES	NO
1.1	The location of each records storage area and facility has been subject to risk assessment to identify and mitigate possible risks to records.		
1.2	The Senior Responsible Officer (SRO) or appropriate public office representative has approved all records storage areas and facilities.		
1.3	The storage facilities have been assessed as being suitable for the storage of records.		
1.4	Storage areas and facilities are weatherproof and have good drainage.		
1.5	Storage areas and facilities are dedicated to either records or records/library materials storage.		
1.6	Storage areas and facilities have appropriate and comprehensive fire detection and protection systems and equipment.		
1.7	Each storage area and facility used by the public office has a current disaster reaction and recovery plan which is regularly revised and equipment / supplies to assist in the recovery of records after a disaster.		
1.8	Insurance for the recovery and restoration of State records in the event of a disaster.		
1.9	State Records NSW is notified if records are damaged or lost. This official notification should be made as soon as practically possible after the event has occurred.		
Principle 2: Records are stored in environmental conditions appropriate to their format and retention period.			
		YES	NO
2.1	Short term records (records retained for up to 30 years) are stored in conditions identified in Table A which ensure preservation until the records are no longer required.		
2.2	Long term records (records to be retained for 30 years or longer and those identified as State archives) are stored in conditions identified in Table B which will ensure their preservation		
2.3	Temperature and humidity levels within storage areas and facilities are monitored for stability and action taken to minimise any significant fluctuations.		
2.4	Records are stored away from direct light, including sunlight.		
2.5	The air in records storage areas circulates freely and there is an intake of fresh air.		

2.6	Magnetic media is protected from magnetic fields.		
2.7	Records storage areas and facilities have an integrated pest management system.		
Principle 3: Shelving, equipment and containers used for storing records are secure, accessible and protected from deterioration.			
		YES	NO
3.1	Shelving, handling equipment, and containers are clean, in good condition and appropriate to the format and security requirements of the records.		
3.2	Records storage facilities, shelving, equipment, and containers meet workplace health and safety requirements.		
Principle 4: A regular maintenance and monitoring program for records storage areas has been implemented.			
		YES	NO
4.1	Records storage areas and facilities are clean and maintained.		
4.2	Regular monitoring of records, containers, and shelving in the storage facility to identify any signs of pest infestation, mould, or other deterioration.		
4.3	Mould or pest infestation is treated promptly and appropriately.		
4.4	Appropriate conservation action is undertaken as required but repairs to records do not damage the records further.		
Principle 5: Records are controlled in a system so that they can be identified, located and retrieved.			
		YES	NO
5.1	Records are controlled in a system which allows them to be identified, located, retrieved, and returned to storage after use.		
5.2	Policies and procedures are implemented for the appropriate handling and use of records, including those records that are long term or required as State archives.		
5.3	If a public office chooses to convert or digitise records, then records are converted or digitised according to recognised standards.		
Principle 6: Records are protected against theft, misuse, unauthorised access or modification.			
		YES	NO
6.1	Storage areas and facilities are access controlled, restricted to authorised staff, intruder resistant, and monitored.		
6.2	Security classified records are stored in appropriate containers and		

	storage zones within the storage area as per the Protective Security Policy Framework.		
6.3	Records in transit are protected.		

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