

Standard on the physical storage of State records

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.