

**Table A - Storage environment conditions and housing requirements for short and medium 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/Shelving	Containers/Packaging
<b>Paper:</b> <ul style="list-style-type: none"> <li>Files</li> <li>Cards</li> <li>Volumes</li> <li>Computer print-outs and other papers</li> </ul>	<ul style="list-style-type: none"> <li>15 – 27°C</li> <li>30 – 60% RH</li> </ul> Avoid fluctuations	Well ventilated	Ambient light	Coated metal shelving	Robust, clean containers Clean file covers, folders or envelopes
<b>Paper:</b> <ul style="list-style-type: none"> <li>Maps</li> <li>Plans</li> <li>Charts</li> </ul>	<ul style="list-style-type: none"> <li>15 – 27°C</li> <li>30 – 60% RH</li> </ul> Avoid fluctuations	Well ventilated	Ambient light	Coated metal shelving or plan cabinets Rolled or vertical storage	Robust, clean containers Individual enclosures not required
<b>Photographic media Black &amp; White or colour</b> <ul style="list-style-type: none"> <li>Sheet file</li> <li>Cine film</li> <li>X-rays</li> <li>Microforms</li> <li>Prints</li> </ul>	<ul style="list-style-type: none"> <li>20°C ± 2°C</li> <li>50% RH ± 5%</li> </ul>	Well ventilated <i>Vinegar syndrome contaminated files and nitrate films must be isolated from other materials</i>	Ambient light	Coated metal shelving	Robust, clean containers Clean folders or enclosures
<b>Magnetic media</b> <ul style="list-style-type: none"> <li>Computer tapes and disks</li> <li>Video tapes</li> <li>Audio tapes</li> <li>Magneto-optical disks (Mini discs)</li> </ul>	<ul style="list-style-type: none"> <li>20°C ± 2°C</li> <li>50% RH ± 5%</li> </ul>	Well ventilated	Ambient light	Non-magnetisable shelving	Non-magnetisable sealed containers, cassettes cases or sleeves
<b>Optical media</b> <ul style="list-style-type: none"> <li>CDs, DVDs</li> <li>Laser discs</li> </ul>	<ul style="list-style-type: none"> <li>20°C ± 2°C</li> <li>50% RH ± 5%</li> </ul>	Well ventilated	Ambient light	Coated metal shelving	Robust clean containers Clean envelopes or enclosures

**Source:** National Archives of Australia, *Standard for the Physical Storage of Commonwealth Records, Table B – Guidelines for storage of records up to 30 years in non-tropical environments*, December 2002. Ted Ling, *Solid, Safe, Secure: Building Archives Repositories in Australia*, 1998.