



## Storing and Managing State Archives

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# Table of Contents

- 1. Introduction.....4**
  - 1.1. Purpose .....4
  - 1.2. Scope.....5
  - 1.3. Related Documents .....6
- 2. Requirements.....7**
  - 2.1. Authorisation.....7
  - 2.2. Inspection .....8
  - 2.3. Location & Construction.....9
  - 2.4. Preservation & Safety .....10
  - 2.5. Identification and Control .....13
  - 2.6. Security.....14
  - 2.7. Maintenance .....15
  - 2.8. Business Continuity, Disaster Prevention and Recovery.....16
- 3. References .....17**
- Appendix 1: List of ISO Storage Standards.....19**

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## Acknowledgements

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Please note: *PROS 11/01 Specification 2 Storing and Managing State Archives* was originally released in 2011 as *PROS 11/01 Specification 2 State Archive POD Storage*

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1.0	25/01/2011	Released
1.1	31/07/2013	Copyright changed to Creative Commons license
2.0	08/07/2014	Revised in line with Recordkeeping Standards Continuous Improvement Programme
2.1	12/12/2014	Amended Relationship Diagram and associated references

# 1. Introduction

This Specification contains the minimum compliance requirements for the storage and management of records identified as State Archives on behalf of the State of Victoria.

Archival storage of State Archives enables the records to be:

- Stored in conditions that will allow for their long term preservation
- Secure and protected against damage, loss or unauthorised access
- Accessible so as to meet the ongoing needs and expectations of government and the community.

Public records may be stored in storage areas or storage facilities. Storage areas are rooms, vaults, cupboards, compactus, and shelves whose primary purpose is to store public records. Storage facilities are buildings whose sole purpose is to store records.

## 1.1. Purpose

Public Record Office Victoria Standards contain mandatory principles for the management of public records within Victoria. Standards issued by the Keeper of Public Records are supported by Specifications that contain the measurable, mandatory requirements that must be complied with in order to meet the principles.

This Specification provides a detailed set of requirements which define the criteria for the implementation of the **Storage Standard** regarding the storage of State Archives.

The implementation of the requirements within this Specification will enable organisations to effectively manage their archival storage activities, including:

- Undertaking the appropriate authorisation process for the storage of State Archives
- Inspection of storage areas, facilities and records in archival storage as part of an ongoing monitoring process
- Conducting risk assessment and mitigation to ensure that archival storage areas and facilities are in appropriate locations and constructed from materials to assist the preservation of State Archives
- Enabling State Archives to be stored in conditions that ensure their ongoing preservation
- Developing and implementing sufficient systems and procedures to facilitate effective and efficient identification and control of State Archives in storage
- Ensuring that appropriate security measures are in place to protect State Archives
- Developing and implementing an ongoing maintenance programme
- Implementing an endorsed disaster preparedness, management and recovery programme.

Each requirement within this Specification is individually numbered under the appropriate principle. Examples of evidence that may be used to demonstrate principles have been met are given alongside the appropriate requirement.

## 1.2. Scope

This Specification repeats principles from the [Storage Standard](#). For more information on these principles, including explanation of why they are needed, please refer to the Storage Standard.

This Specification covers the activities associated with archival storage of State Archives (in digital and hardcopy formats) within a PROV managed repository or a third party facility that has been appointed under section 14 of the *Public Records Act 1973* as being a place to house State Archives.

State Archives stored within a third party facility are considered to be in the custody and under the control of the Keeper of Public Records.

This Specification applies to Victorian government agencies only if they:

- Are appointed under section 14 of the Public Records Act as a Place of Deposit
- Have an agreement with PROV in place to store and supply ongoing access to State Archives (i.e. public records identified within Retention and Disposal Authorities as being of permanent value) on behalf of the people of Victoria.

Requirements for the storage of public records by an agency are detailed in the *PROS 11/01 S1 Agency Records Specification*. Requirements for the storage of public records on behalf of an agency within a commercial storage facility are located in *PROS 11/01 S3 APROSS Specification*.

For definitions of terms used within this Specification, please refer to the [Storage Standard](#). For the complete list of definitions used for the Recordkeeping Standards please refer to the [Master Glossary](#).

Information about how to implement this Specification is found in the associated Guidelines: <http://prov.vic.gov.au/government/standards-and-policy/storage>.

### 1.3. Related Documents

This Specification supports the *Storage Standard* (PROS 11/01) and is supported by a number of Guidelines as shown in the following relationship diagram:

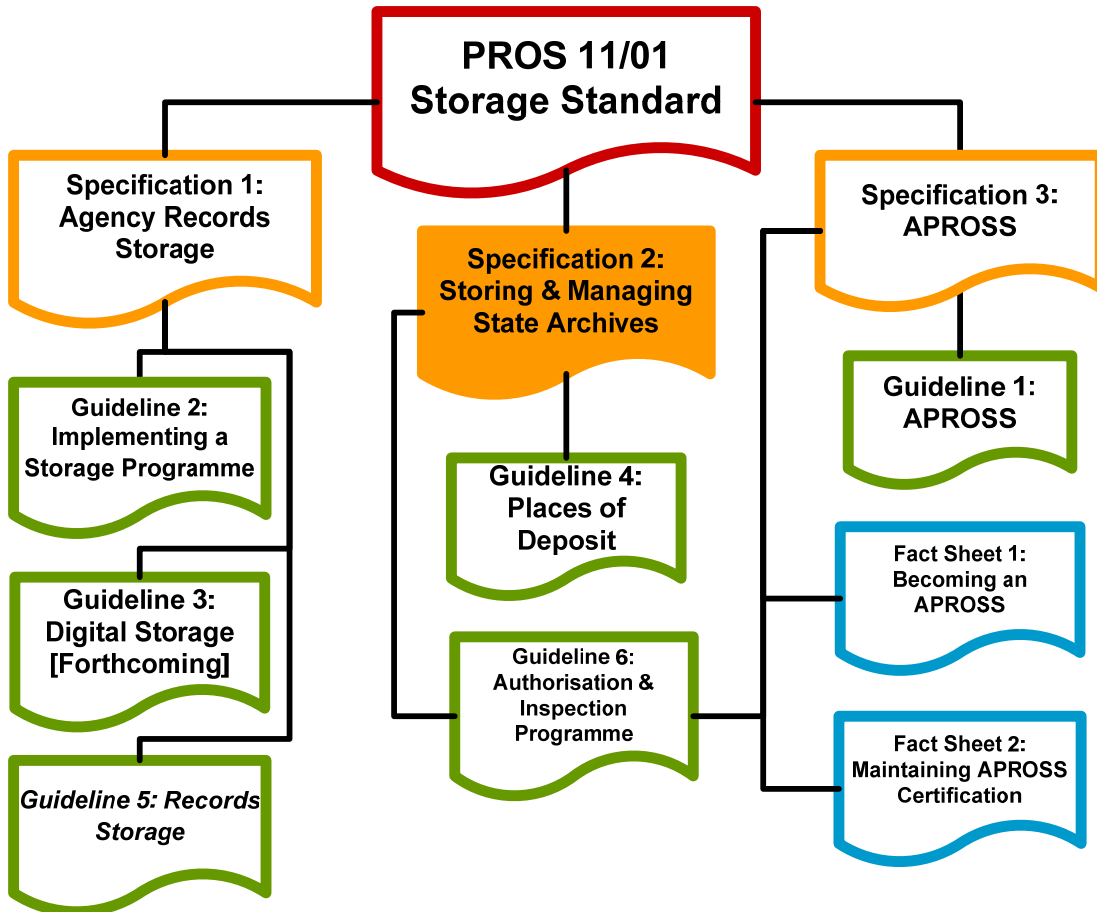


Figure 1: Relationship Diagram

## 2. Requirements

In this section, principles from the *Storage Standard* are provided in italics for easy reference. The tables below the principles list the mandatory requirements and examples of evidence for each requirement.

### 2.1. Authorisation

*Principle: All public records must be stored in conditions that are authorised by the Keeper of Public Records.*

Requirement	Examples of Evidence
1. State Archives <sup>1</sup> must be stored and managed in compliance with this Specification.	Storage plan which details all storage areas or facilities used for State Archives.  Compliance with this Specification is included in requirements for new storage areas or facilities.  Formal authorisation of the facility and collections storage area to store and manage State Archives issued by the Keeper of Public Records.
2. Plans for new areas or facilities for storing State Archives must be endorsed by a PROV representative before construction is commenced.	Copies of approved plans and PROV endorsement of plans.
3. Contracts or agreements must be in place to govern the storage and management of State Archives on behalf of the Keeper of Public Records.	Contracts detailing obligations which have been signed by representatives from all parties with appropriate authorisation.

#### Further Information

Further information on the authorisation process to manage and store State Archives on behalf of the Keeper is located in *Guideline PROS 11/01 G4: Places of Deposit*.

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<sup>1</sup> State Archives is defined in *PROS 11/01 Storage Standard*. Public Record Office Victoria (2011), p9: as being: "Records identified as being of permanent significance to the government and people of Victoria and maintained and controlled by the Public Record Office Victoria." <<http://prov.vic.gov.au/government/standards-and-policy/all-documents/pros-1101>>, accessed 16/8/2013.

## 2.2. Inspection

*Principle: Areas and facilities used for the storage of public records must be regularly inspected for compliance with the Storage Standard.*

Requirement	Examples of Evidence
<p>4. PROV pre-inspection checklist documentation must be completed, submitted to and approved by a PROV representative prior to the commencement of a PROV site inspection.</p>	<p>Completed pre inspection checklist and associated documents supplied to PROV.</p>
<p>5. Areas and facilities proposed for Certification to store and manage State Archives must be inspected for compliance with this specification by a PROV representative every five years and after any major changes that affect the storage of State Archives.</p>	<p>Inspection schedule.</p> <p>Reports which detail the results of archive storage compliance inspections.</p> <p>Examples of major change that affect storage of public records are:</p> <ul style="list-style-type: none"> <li>- The planning and establishment of ew storage areas or facilities</li> <li>- Relocation to new storage facilities or areas</li> <li>- The issue of a new or significantly revised PROV State Archive storage specification</li> </ul>
<p>6. Proceedings to revoke Certification to house State Archives must be commenced if an appointed storage area or facility is found by a PROV representative to no longer be compliant with this Specification and the organisation has failed to rectify the situation within the time frame specified in the inspection report.</p>	<p>Reports which detail the results of compliance inspections.</p> <p>Correspondence from the Keeper of Public Records revoking authorisation.</p>

### Further Information

Further information on the PROV Inspection Process for the storage and management of State Archives is located in [PROS 11/01 G6: Records Storage: Authorisation and Inspection Programme](#).



## 2.3. Location & Construction

*Principle: Public records must be stored in areas which are located away from known and unacceptable risks.*

### 2.3.1 Risk Identification & Management

Requirement	Examples of Evidence
<p>7. An assessment must be undertaken to identify risks posed by the location and construction of the archive storage area or facility to the records or to the staff managing the records.</p>	<p>Independent risk assessment reports which identify and evaluate risks to archival storage areas and facilities and how they will be mitigated, including:</p> <ul style="list-style-type: none"> <li>- Hazards (especially environmental hazards)</li> <li>- Risk management systems</li> <li>- Construction</li> <li>- Essential services</li> <li>- Building services and equipment</li> <li>- Security</li> <li>- Public safety.</li> </ul> <p>Building inspection report in consultation with local planning authority.</p> <p>Organisational risk management framework and risk registers.</p>
<p>8. All risks identified by Requirement 7 must be recorded within the organisational risk register, be reviewed on an annual basis and be mitigated in accordance with risk mitigation strategies and plans that have been approved by a PROV representative.</p>	<p>Risk register and mitigation strategies.</p> <p>Plans, building inspection reports and PROV physical inspection reports confirming protection from environmental hazards.</p>

### 2.3.2 Location & Construction

Requirement	Examples of Evidence
<p>9. Archive storage facilities must have been assessed as being compliant with the Building Code of Australia and associated codes.</p>	<p>Certificates of occupancy or internal risk assessment reports which demonstrates that the facility meets Building Code requirements, including relevant fire-resistance levels.</p> <p>Building inspection report.</p>
<p>10. Archive storage areas and facilities must have in place appropriate<sup>2</sup> and comprehensive fire detection and protection systems and equipment, in compliance with the Building Code of Australia and Australian Standards.</p>	<p>Fire safety logs or inspection reports showing that water-based fire suppressions systems and extinguishers, hose reels and hydrants meet the requirements of Part E of the Building Code of Australia.</p> <p>PROV physical inspection reports.</p> <p>Fire system maintenance and inspection logs.</p>

<sup>2</sup> To be appropriate fire suppression systems must be water based and detection systems must include aspirating smoke detector units, such as VESDA or ICAM.

Requirement	Examples of Evidence
11. Walls <sup>3</sup> and doors of records storage areas must have a fire resistance level rating of 120/120/120. <sup>4</sup>	Documentation certifying fire resistance levels.
12. Archive storage facilities must be constructed of suitable materials, such as steel, brick, stone, reinforced concrete or concrete block and must not be subject to significant movement, cracking or rising damp.	Risk assessment reports which detail the location and construction of Archive storage areas and facilities.
13. Archive storage areas must be physically separated from: <ul style="list-style-type: none"> <li>- Other building areas</li> <li>- Office areas</li> <li>- Loading docks</li> <li>- Drainage pipes</li> <li>- Exposed plumbing (excluding fire systems), kitchens and toilets.</li> </ul>	<p>Certificates of occupancy or risk assessment reports which demonstrate that archive storage areas and facilities are physically separated from other areas.</p> <p>Building inspection report.</p> <p>PROV physical inspection reports.</p>
14. Archive storage areas and facilities must have sufficient floor loading capacity to safely support the maximum volume of records, their containers and any furnishings or equipment. <sup>5</sup>	Building engineer report specifying floor loadings capacity of archive storage locations.
15. Archival storage areas and facilities for magnetic storage media must be protected from magnetic fields.	<p>Internal risk assessment reports which detail how magnetic storage media has been protected from the effects of magnetic fields.</p> <p>PROV physical inspection reports that demonstrate electric or electronic apparatus producing magnetic currents that could cause the erasure of recorded material are not permitted in the storage area, and tapes are not brought within the vicinity of such apparatus or of lightning conductors.</p>

### Further Information

Further information on risk assessment is located in PROV Strategic Management *Guideline PROS 10/10 G6: Records & Risk Management*.

Further information on Location and Construction is located in Guideline *PROS 11/01 G5: Records Storage*.

## 2.4. Preservation & Safety

*Principle: Public records must be stored in conditions that ensure their preservation for as long as the records are required, and the safety of the people handling the records.*

<sup>3</sup> Please note that to be 120/120/120 fire resistant, walls cannot include windows and ceilings cannot contain skylights.

<sup>4</sup> ISO 11799 *Information and documentation – Document storage requirements for archive and library materials*, Section 5.3 Inner structure load, Geneva Switzerland, 2003 p3

<sup>5</sup> ISO 11799 2003 p 3

### 2.4.1 Risk Identification & Management

Requirement	Examples of Evidence
<p>16. An assessment must be undertaken to identify risks to the preservation of the records and the safety of the staff managing the records.</p>	<p>Independent risk assessment reports which identify and evaluate risks to archival storage areas and facilities and how they will be mitigated, including:</p> <ul style="list-style-type: none"> <li>- Environment</li> <li>- Preservation and conservation</li> <li>- Storage management</li> <li>- Pest management</li> <li>- Work practices.</li> <li>- Appropriate records handling</li> <li>- Knowledge of preservation risks and associated protocols</li> </ul> <p>Organisational risk management framework and risk registers.</p>
<p>17. All risks identified by Requirement 16 must be recorded within the organisational risk register, be reviewed on an annual basis and be mitigated in accordance with risk mitigation strategies and plans that have been approved by a PROV representative.</p>	<p>Organisational risk mitigation strategies, plans and risk registers.</p> <p>Training logs, certificates of completion, and audit reports.</p>

### 2.4.2 Environmental Systems and Control

Requirement	Examples of Evidence
<p>18. Temperature and humidity levels in archival storage areas and facilities must be appropriate for the format of the records stored, and must be maintained in accordance with environmental tables contained within relevant ISO standards<sup>6</sup> or the National Archives of Australia Storing to the Standard.<sup>7</sup></p> <p>These levels must be continuously monitored and immediate corrective action taken to restore levels to the recommended levels if required.</p>	<p>Logs which demonstrate environmental conditions levels in archive storage areas have been consistently maintained within appropriate ranges and these systems operate 24 hours a day, 365 days per year.</p> <p>Where the Standards identified in Requirement 18 are not to be applied, evidence of PROV acceptance of environmental tables to be used.</p>
<p>19. Air within archive storage areas must be freely circulating, capable of being isolated from external hazards and filtered to remove dust, pollen and other pollutants.</p>	<p>Assessment reports which detail air circulation in Archive storage areas and facilities.</p>

#### Further Information

*ISO 11799:2003 Information & Documentation – Document storage requirements for archive and library material*; International Organization for Standardization; Geneva, Switzerland.

<sup>6</sup> See Appendix 1 for ISO Standards list.

<sup>7</sup> See National Archives of Australia 2002, 2.2 Environmental Controls in *Storing to the Standard: Guidelines for Implementing the Standard for the Physical Storage of Commonwealth Records*, NAA Canberra, pp 18-23.

### 2.4.3 Preservation

<b>Requirement</b>	<b>Examples of Evidence</b>
<p>20. A programme of remedial and preventative conservation must be approved by a PROV representative and implemented.</p>	<p>PROV approved conservation programme including implementation details.</p> <p>Conservation assessment of archives and proposed remedial treatments.</p>
<p>21. Training in basic preservation and conservation activities must be approved by a PROV representative and provided to all relevant staff.</p>	<p>Training records and details of training provided.</p> <p>Confirmation of PROV approval.</p>
<p>22. Containers used to store State Archives must be clean, in good condition and appropriate to record weight, size and format.</p>	<p>Record storage procedures which require the use of archival quality containers.</p> <p>Inspection logs which demonstrate that containers are in good condition and being used correctly.</p> <p>PROV physical inspection reports.</p> <p>Plan in place to replace non acid free / archival quality containers.</p> <p>Conservator's / risk assessment reports on adequacy of current non acid free containers.</p>
<p>23. Shelving must be fit for purpose.</p>	<p>PROV physical inspection reports.</p> <p>Details of shelving installed by shelving contractor.</p>
<p>24. An integrated pest management system must be implemented and maintained, and be as least toxic as possible.</p>	<p>Pest inspection logs and details of actions taken.</p> <p>Maintenance schedule.</p>
<p>25. Lighting within archive storage areas and facilities must be filtered, lux levels within 160-240 lux, and controlled to limit the exposure of the collection to unnecessary light (including windows and skylights).</p>	<p>Assessment reports which detail the UV filtering of florescent lighting in archival storage areas and facilities.</p> <p>Building inspection report.</p>
<p>26. Technology used for the storage of digital records must have been chosen to ensure the records (and their contextual metadata) are preserved and accessible for the duration of their retention periods.</p>	<p>Storage plan which includes migration strategies and implementation of PROS 99/007 Management of Electronic Records (ie VERS Standard for permanent digital records).</p> <p>Assessment reports which identify appropriate storage technology for digital records.</p>

### 2.4.4 Safety

Requirement	Examples of Evidence
27. Storage areas, facilities and equipment must meet identified work health and safety needs and be supported by safe work practices.	OH&S inspections reports.  Safe work practice documentation.  OH&S Committee minutes.
28. Staff members responsible for handling records within archive storage areas and facilities must have received training in safe manual handling practices to minimise risk of injury and of causing damage to records	Training programme which covers safe manual handling practices and is appropriate. For example, the training is provided annually, as part of any induction programme, and before commencing work, and directly relates to the working environment.  Staff training records which demonstrate that all relevant staff have received training in safe manual handling practices.

#### Further Information

Further information on preservation and safety is located in Guideline *PROS 11/01 G5: Records Storage*.

## 2.5. Identification and Control

*Principle: Public records must be stored using systems that enable the records to be retrievable.*

Requirement	Examples of Evidence
29. Responsibility for the identification and control of State Archives must be assigned to staff with the appropriate skills, competence or experience in archives, records management, managing a cultural collection and / or storage management.	Policy or delegations registers which assign responsibilities for the identification and control of records.  Certificates of qualifications gained by staff.  Position descriptions which include relevant records of management responsibilities.
30. State Archives must be identified and registered in the PROV Archival Control System.	Procedures for the identification and registration of State Archives in the PROV Archival Control System.  Reports from the PROV Archival Control System.
31. Systems and metadata for the physical and intellectual control of public records within archive storage areas and facilities must be implemented to allow for effective management, identification, retrieval and tracking of records.	Storage plan which includes activities for the physical control of State Archives.  Assessment reports which cover the physical control of State Archives.  System manuals which detail the physical control of State Archives.

Requirement	Examples of Evidence
<p>32. Identification, control, retrieval, handling and return of records must be undertaken by those authorised to access them in accordance with organisationally approved policy, process and procedures.</p>	<p>Organisationally approved policy, process and procedural documents covering:</p> <ul style="list-style-type: none"> <li>• Retrieval and return</li> <li>• Records handling</li> <li>• Conservation</li> <li>• Storage management</li> <li>• Disaster management</li> <li>• System management</li> </ul> <p>Stakeholder engagement plan which incorporates the communication of records management procedures to relevant staff.</p> <p>Service level agreements with clients which covers the retrieval, handling and returning of records in storage.</p>
<p>33. A storage strategy or plan which supports long-term strategic storage management goals must be approved by a PROV representative, be in place and reviewed on a regular basis.</p>	<p>Approved storage strategy or storage plan.</p>

*Further Information*

Further information on Identification and Control is located in Guideline *PROS 11/01 G5: Records Storage*.

## 2.6. Security

*Principle: Public records must be protected from theft, loss, misuse and inappropriate or unauthorised access or modification, whilst they are being stored, or in transit to and from a storage facility or area.*

Requirement	Examples of Evidence
<p>34. Security systems (including alarms, intruder detection devices and locks with restricted key system and base monitoring) must be installed, maintained, monitored and reviewed to ensure records in storage areas and facilities are protected from unauthorised access and destruction.</p>	<p>Storage plans and assessment reports which include details of security measures implemented to protect Archive storage areas and facilities.</p> <p>Key Register.</p> <p>Incident reports regarding any unauthorised access to archive storage areas.</p> <p>Inspection logs which demonstrate that security measures are working correctly.</p> <p>After-hours security response plan for archival storage areas.</p>
<p>35. Access to areas storing public records must be controlled, monitored and restricted to authorised staff.</p>	<p>Storage plan which includes details of storage area and facility access monitoring and reporting (e.g. sensors on external doors including roller doors; motion detection; monitored alarm systems; controlled building access; and security cameras).</p> <p>Access logs which record all authorised entry to storage areas and facilities.</p> <p>Incident reports regarding any unauthorised access to storage areas and facilities.</p>

Requirement	Examples of Evidence
<p>36. Digital records must be protected from unauthorised access and destruction (including measures to protect computers or networks from computer viruses and unauthorised access to digital records).</p>	<p>Information &amp; Communications Technology (ICT) security and access control model which includes details of computer security controls to protect digital records.</p> <p>Evidence of discussion with relevant PROV personnel regarding appropriate measures of their implementation, especially if direct integration with PROV computer systems is concerned.</p> <p>Inspection logs which demonstrate that security measures are working correctly.</p>
<p>37. State Archives that carry security classifications must be handled and stored in compliance with the requirements of the classification in accordance with PROV policies and protocols.</p>	<p>Storage plans and assessment reports which include details of appropriate handling and storage of security classified records.</p> <p>Implementation Reports of PROV policies and protocols regarding security classified records.</p>
<p>38. State Archives in transit to or from storage areas and facilities must be secured from unauthorised access and destruction (including transmission via physical and technological means).</p>	<p>Storage plans and assessment reports which include details of security measures implemented to protect records while in transit.</p> <p>Procedures which detail how to keep records secure during transfer (e.g. encrypting files, locking courier satchels).</p> <p>Contracts with ICT or transport suppliers which include appropriate security clauses.</p>

### Further Information

Further information on records storage and security is located in Guideline [PROS 11/01 G5: Records Storage](#).

## 2.7. Maintenance

*Principle: A maintenance programme, including regular inspection, review and monitoring, must be in place for all areas and facilities that store public records.*

Requirement	Examples of Evidence
<p>39. Maintenance of archive storage areas and facilities must be actively monitored and identified maintenance issues resolved in a timely manner.</p>	<p>Maintenance programme for archive storage areas and facilities which details activities to be undertaken to mitigate risks to the security and preservation of State Archives (e.g. clearing gutters, upgrading hardware and software).</p> <p>Risk register which includes entries regarding risks to archive storage areas and facilities.</p> <p>Maintenance status reports which detail corrective and preventative works (including cleaning) undertaken on archive storage areas and facilities.</p>
<p>40. Software and systems used to store digital records must be supported and maintained by people with the appropriate skills and competencies.</p>	<p>Records management or ICT policy which requires computer systems to be supported and maintained.</p> <p>Service level agreements or maintenance and support contracts for computer systems which are current.</p>

### Further Information

Further information on maintenance is located in Guideline *PROS 11/01 G5: Records Storage*.

## 2.8. Business Continuity, Disaster Prevention and Recovery

*Principle: An up-to-date disaster preparedness, management and recovery programme must be in place for all areas and facilities that store public records.*

Requirement	Examples of Evidence
<p>41. A disaster preparedness, management and recovery programme<sup>8</sup> for State Archives within storage areas and facilities must be:</p> <ul style="list-style-type: none"> <li>- Discussed with relevant PROV personnel</li> <li>- Developed</li> <li>- Implemented</li> <li>- Tested in accordance with programme requirements and timeframes</li> <li>- Updated based on the outcomes of the test.</li> </ul>	<p>Disaster preparedness, management and recovery plan which defines responsibilities and includes copies of the current certificate of insurance, and contact details of specialist disaster recovery companies.</p> <p>Details of disaster equipment.</p> <p>Training details.</p> <p>Testing review documents.</p> <p>Procedures regarding the update of risk logs, mitigation strategies, and the disaster management plan as part of the recovery process.</p>
<p>42. State Archives in digital format must be duplicated, stored in two physically distinct sites and be covered by a Digital Continuity Programme.</p>	<p>Records management, ICT or risk management strategies which include strategies for the backup of digital records.</p> <p>Digital Continuity Programme</p> <p>Disaster preparedness, management and recovery plan which includes measures for the backup of digital records.</p>

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<sup>8</sup> PROV have endorsed a number of Tools created by other organisations for use within the Victorian Jurisdiction, including Disaster Plan Templates <<http://prov.vic.gov.au/government/standards-and-policy/storage>>.



## 3. References

### Legislation

*Occupational Health and Safety Act 2004* (Vic)

*Public Records Act 1973* (Vic)

*Information Privacy Act 2000* (Vic)

All current Victorian legislation is available at <http://www.legislation.vic.gov.au>

### Standards

International Organization for Standardization 2003, ISO 11799 Information and documentation – Document storage requirements for archive and library materials, ISO, Geneva, Switzerland.

National Archives of Australia (NAA) 2002, Standard for the Physical Storage of Commonwealth Records, NAA, Canberra, ACT, viewed 16 August 2013.  
<[http://www.naa.gov.au/Images/standard\\_tcm16-47305.pdf](http://www.naa.gov.au/Images/standard_tcm16-47305.pdf)>.

Standards Australia 2004, AS/NZS ISO 5127 Australian / New Zealand standard on information and documentation – Vocabulary, Standards Australia, Sydney.

Australian/New Zealand Standard, AS/NZ 1015:2011 Australian / New Zealand standard on Records management – Physical storage.

Standards Australia 2002, AS ISO 15489 Australian standard on records management, Standards Australia, Sydney.

Standards Australia 1996, AS 4390-6 Australian standard on records management: Part 6 Storage [Withdrawn], Standards Australia, Homebush.

### Other Resources

Bettington, J, Eberhard, K, Loo, R & Smith, C eds 2008, *Keeping archives*, 3rd edn, Australian Society of Archivists, Canberra.

Ling, Ted 1998, Solid, safe, secure: Building archives repositories in Australia, National Archives of Australia, Canberra.

Victorian Auditor General's Office 2008, Report on Records Management in the Victorian Public Sector, VAGO, Melbourne, viewed 17 January 2014,  
<[http://www.audit.vic.gov.au/reports\\_publications/reports\\_by\\_year/2008/20080312\\_records.aspx](http://www.audit.vic.gov.au/reports_publications/reports_by_year/2008/20080312_records.aspx)>.

Victorian Auditor General's Office 2008, Records Management Checklist, VAGO, Melbourne, viewed 17 January 2014,  
<[http://www.audit.vic.gov.au/reports\\_publications/reports\\_by\\_year/2008/20080730\\_records\\_checklist.aspx](http://www.audit.vic.gov.au/reports_publications/reports_by_year/2008/20080730_records_checklist.aspx)>.

For more information about the storage of public records, contact:

Government Services  
Public Record Office Victoria  
Ph: (03) 9348 5600 Fax: (03) 9348 5656  
Email: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au)  
Web: [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

## Appendix 1: List of ISO Storage Standards

The list below is not exhaustive but covers the most common media types at the time of publishing. Agencies must identify all media types they use to determine which ISO storage standards will be of relevance. The International Organization for Standardization may have additional standards covering other media types of relevance.

The following ISO standards are available for viewing at the Victorian Archives Centre Reading Room. Please contact *SAI Global Limited* to obtain copies of ISO standards.

### Magnetic Tape

International Organization for Standardization 2000, *ISO 18923 Imaging materials - Polyester-base magnetic tape - Storage practices*, ISO, Geneva, Switzerland.

### Multiple Media

International Organization for Standardization 2011, *ISO 18934 Imaging materials - Multiple media archives - Storage environment*, ISO, Geneva, Switzerland.

### Optical Disc

International Organization for Standardization 2013, *ISO 18925 Imaging materials - Optical disc media - Storage practices*, ISO, Geneva, Switzerland.

### Paper & Parchment

International Organization for Standardization 2003, *ISO 11799 Information and documentation - Document storage requirements for archive and library materials*, ISO, Geneva, Switzerland.

### Photographic Film

International Organization for Standardization 2013, *ISO 18928 Imaging materials - Unprocessed photographic films and papers - Storage practices*, ISO, Geneva, Switzerland.

International Organization for Standardization 2011, *ISO 18920 Imaging materials - Reflection prints - Storage practices*, ISO, Geneva, Switzerland.

International Organization for Standardization 2000, *ISO 18918 Imaging materials - Processed photographic plates - Storage practices*, ISO, Geneva, Switzerland.

International Organization for Standardization 2010, *ISO 18911 Imaging materials - Processed safety photographic films - Storage practices*, ISO, Geneva, Switzerland.