



STATE RECORDS COMMISSION

SRC Standard 7

Storage of State Archives retained by State Organizations through an approved Recordkeeping Plan

**A Recordkeeping Standard for
State Organizations**

**State Records Commission of WA
Perth: Western Australia**

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DEFINITIONS

For the purposes of this Standard the following definitions apply:

Government organization – means an organization in Schedule 1 or Schedule 3 of the *State Records Act 2000*.

Government record – means a record created or received by a government organization or a government organization employee in the course of the employee's work for the organization.

Parliamentary department – means a department that is deemed to have been constituted in relation to the administration of Parliament for the purposes of the *Financial Management Act 2006* by regulations made for the purposes of section 5(1) of that Act.

Parliamentary record – means a record created or received by –

- a) a parliamentary department; or
- b) a person in the course of the person's work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise.,

Record – means any record of information however recorded and includes -

- a) any thing on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Recordkeeping Plan – means the plan required under Parts 2 and 3 of the *State Records Act 2000*. *SRC Standard 2* provides details about the plan.

State archive – means a State record that is to be retained permanently. State archives are deemed to have continuing value beyond an organization's business needs. State archives are identified through an organization's Recordkeeping Plan.

State organization – means a parliamentary department or a government organization.

State record – means a parliamentary record or a government record.

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PURPOSE

The purpose of this Standard, established under Section 61(a) of the *State Records Act 2000*, is to ensure the safe storage, preservation, handling and access to State archives that will remain in the custody of State organizations as outlined in the organization's approved Recordkeeping Plan. It is not the intention of this document to prescribe that State organizations must retain State archives in their custody, but to provide Principles for those that have obtained permission to do so.

BACKGROUND

Under Section 32(1) of the *State Records Act 2000*, a government organization must transfer its archives to the State archives collection when those archives become twenty-five (25) years old, unless the government organization's Recordkeeping Plan says otherwise. Where the organization wishes to retain custody of State archives beyond the compulsory transfer period, the records must be identified in the organization's Recordkeeping Plan in accordance with Section 16(6) of the *State Records Act 2000*.

In order to approve such custodial arrangements, the State Records Commission must be assured that the archives will be maintained in appropriate storage conditions and will remain accessible in accordance with the relevant provisions of the *State Records Act 2000*.

The proper storage and handling of State archives contributes to their long term preservation and accessibility. The minimum compliance requirements outlined in this Standard aim to ensure that State organizations that wish to retain State archives in their custody beyond twenty-five (25) years institute controls and practices that will support the proper management of State archives.

The principles and requirements in this Standard are consistent with benchmarks generally followed by public archive institutions in National and State/Territory jurisdictions around Australia. National and international standards for the storage of archives have also been sourced [in the formulation of this Standard](#).

SRC Standard 8 – Digital Recordkeeping should also be referred to for the keeping of State archives in electronic format.

SCOPE

This Standard only applies to State organizations that have approval, or are seeking approval, via the organization's Recordkeeping Plan to retain State archives beyond twenty-five (25) years. Such organizations are required to meet the minimum compliance requirements of this Standard.

This Standard does not apply to State records that are not State archives which an organization wishes to retain on a permanent basis.

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This Standard is not mandatory for those State organizations that have been directed to keep State archives by the Director of State Records under Section 32(4) of the *State Records Act 2000*.

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Principle 1 – Environmental Controls for State Archives

State organizations ensure that State archives are stored in environmental conditions appropriate to their format.

Rationale

State archives are to be stored in areas or facilities that are suitable for archival storage. State archives require storage in controlled conditions for their preservation.

Minimum Compliance Requirements

State organizations must ensure that:

1. All locations used for the storage of State archives are approved by the Chief Executive Officer of the State organization.
2. All premises and facilities used for the storage of State archives maintain temperature and humidity levels that meet those described in Appendix A of this Standard.

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Principle 2 – Adequate Storage Systems

State organizations ensure that State archives are stored in shelving and in enclosures appropriate to their format.

Rationale

State archives are to be stored in shelving and enclosures suitable to their format to ensure the records are protected from deterioration and potential damage.

Minimum Compliance Requirements

State organizations must ensure that:

1. State archives are stored on shelving that is clean, in good condition, provides appropriate support to potential loads and is of a size and structure appropriate to the records they house.*
2. File covers, boxes, folders and other enclosures used for State archives are of a size and structure that aids the long-term protection of the material. *

* Appendix A provides recommendations for appropriate shelving and enclosures.

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Principle 3 – Appropriate Security and Disaster Management Measures

State organizations ensure that State archives are safeguarded and secure.

Rationale

State archives are to be stored securely, with steps taken to manage any potential threat to their security.

Minimum Compliance Requirements

State organizations must ensure that:

1. A disaster management plan is in place, as per the requirements of *SRC Standard 2, Principle 4 - Preservation*.
2. Protocols are in place that determine who within the State organization has responsibility for managing access to State archives of the organization.

Principle 4 – Handling of State Archives

State organizations ensure that State archives are to be retrieved, handled and used in a manner that prevents damage and deterioration.

Rationale

Incorrect handling of State archives may degrade or destroy the integrity of an archive. For the purpose of ensuring safe custody and protecting the condition of a State archive, organizations are to institute appropriate handling protocols.

Minimum Compliance Requirements

State organizations must ensure that:

1. Protocols are in place for the handling of State archives that encourage proper handling practices.

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Principle 5 – Access to State Archives

State organizations ensure that State archives are accessible.

Rationale

Under Part 6 of the *State Records Act 2000*, the public has a right of access to State archives not in the State archives collection, in accordance with the stipulations of the Act. State organizations must be able to locate and retrieve State archives when required for access.

Minimum Compliance Requirements

State organizations must ensure that:

1. The location of storage areas and storage facilities for State archives enables timely and efficient retrieval.
2. Policies and procedures are in place that determine the provision of public access to State archives of the State organization, as per the requirements of *SRC Standard 2, Principle 2 – Policies and Procedures*.
3. The public has access to information that identifies State archives in the custody of State organizations, subject to any written law or conditions that have been outlined in the State organization's Recordkeeping Plan.

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APPENDIX A This table has been sourced from the “Standard for the Physical Storage of Commonwealth Records”, National Archives of Australia, 2002.

Format	Environmental conditions			Safety and protection				
	Temp/RH	Air Quality	Lighting	Fire	Security	Housing	Containers	Packaging
Paper (a) <ul style="list-style-type: none"> Files Cards Volumes Computer print outs and other papers 	<ul style="list-style-type: none"> 20°C +/- 2°C 50% Relative Humidity (RH) +/- 5% 	<ul style="list-style-type: none"> Well-ventilated and filtered to exclude dust and other particles, acidic and oxidising gases 	<ul style="list-style-type: none"> UV filtered fluorescent lighting Timer controlled switches 	<ul style="list-style-type: none"> Heat/smoke detection Fire alarms Sprinkler system Extinguishers 	<ul style="list-style-type: none"> 24-hour physical or electronic surveillance Alarm systems Controlled access 	<ul style="list-style-type: none"> Powder coated metal shelving 	<ul style="list-style-type: none"> Archival quality acid-free boxes 	<ul style="list-style-type: none"> Archival quality acid-free file covers, folders or envelopes
Paper (b) <ul style="list-style-type: none"> Maps Plans Charts 						<ul style="list-style-type: none"> Powder coated metal shelving or plan cabinets Flat storage 	<ul style="list-style-type: none"> Archival quality acid-free folders or containers 	<ul style="list-style-type: none"> Archival quality acid-free sleeves, enclosures or interleaving
Photographic media (a) black and white <ul style="list-style-type: none"> Sheets film Cine film X-rays Microforms Glass plate photos 	<ul style="list-style-type: none"> <18°C +/- 2°C 35% RH Records stored at <10°C must be acclimatised before and after cold storage 	<ul style="list-style-type: none"> As above NB degrading cellulose acetate or nitrate films must be isolated from other records 	<ul style="list-style-type: none"> UV filtered fluorescent lighting Timer controlled switches 	<ul style="list-style-type: none"> Heat/smoke detection Fire alarms Sprinkler system Extinguishers 	<ul style="list-style-type: none"> 24-hour physical or electronic surveillance Alarm systems Controlled access 	<ul style="list-style-type: none"> As above NB glass plates require stationary shelving and vertical storage 	<ul style="list-style-type: none"> Archival non-buffered containers that have passed the Photographic Activity Test (PAT) Glass plates require additional shock protection 	<ul style="list-style-type: none"> Archival non-buffered enclosures that have passed the Photographic Activity Test (PAT)
Photographic media (b) colour <ul style="list-style-type: none"> Sheet film Cine film 						<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> As above Frozen material must be in sealed vacuum packages 	
Magnetic media <ul style="list-style-type: none"> Computer tapes and disks Video tapes Audio tapes Magneto-optical disks 						<ul style="list-style-type: none"> 18°C +/- 2°C 35% RH +/- 5% 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Non-magnetisable shelving
Optical media <ul style="list-style-type: none"> Compact and mini discs Laser discs 	<ul style="list-style-type: none"> Powder coated metal shelving 	<ul style="list-style-type: none"> Archival quality acid-free containers or boxes 	<ul style="list-style-type: none"> Archival quality acid-free envelopes or enclosures 					
Miscellaneous <ul style="list-style-type: none"> Gramophone discs Models Objects Mixed media items 	<ul style="list-style-type: none"> 20°C +/- 2°C 50% RH +/- 5% 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Heat/smoke detection Fire alarms Sprinkler system Extinguishers 	<ul style="list-style-type: none"> As above Stationary shelving Gramophone disks require vertical storage 	<ul style="list-style-type: none"> As above Stationary shelving Gramophone disks require vertical storage 	<ul style="list-style-type: none"> Archival quality acid-free enclosures or wrapping 		