



# Approved Public Record Office Storage Supplier (APROSS)

*Version Number: 1.1*

*Issue Date: 08/07/2014*

*Expiry Date: 08/07/2019*

# Table of Contents

- 1. Introduction.....4**
  - 1.1. Purpose .....4
  - 1.2. Scope.....4
  - 1.3. Related Documents .....5
- 2. Requirements.....6**
  - 2.1. Authorisation.....6
  - 2.2. Inspection .....6
  - 2.3. Location & Construction.....8
  - 2.4. Preservation and Safety .....11
  - 2.5. Identification and Control .....12
  - 2.6. Security.....13
  - 2.7. Maintenance .....14
  - 2.8. Business Continuity, Disaster Prevention and Recovery.....15
- 3. References .....16**
- Appendix 1: List of ISO Storage Standards.....18**

## Copyright Statement

Copyright State of Victoria through Public Record Office Victoria 2014



Except for any logos, emblems, and trade marks, this work (*Specification 3: Approved Public Record Office Storage Supplier (APROSS)*) is licensed under a Creative Commons Attribution 3.0 Australia license, to the extent that it is protected by copyright. Authorship of this work must be attributed to the Public Record Office Victoria. To view a copy of this license, visit <http://creativecommons.org/licenses/by/3.0/au/>.

## Disclaimer

The State of Victoria gives no warranty that the information in this version is correct or complete, error free or contains no omissions. The State of Victoria shall not be liable for any loss howsoever caused whether due to negligence or otherwise arising from the use of this Specification.

## Acknowledgements

The Public Record Office Victoria would like to acknowledge the valuable contribution of all those who contributed to the development of this Specification.

Please note: *PROS 11/01 Specification 3 APROSS* was originally released as part of *PROS 11/01 Specification 1 Agency Custody Storage*.

Version	Version Date	Details
PROS 11/01S1 1.0	03/02/2011	Released as part of PROS 11/01 S1 Agency Custody Storage Specification
PROS 11/01S1 1.1	22/02/2011	Requirement 1 adjusted
PROS 11/01S1 1.2	31/07/2013	PROS 11/01/S1 Copyright changed to Creative Commons license
PROS 11/01 S3 1.0	08/07/2014	Released as new Specification for APROSS (PROS 11/01 S3).
PROS 11/01 S3 1.1	12/12/2014	Amended Relationship Diagram and related references

# 1. Introduction

A planned and systematic approach to the storage of public records will benefit agencies by ensuring that the records within their custody are:

- Locatable (that is, the records are identifiable, their location is known, and they are retrievable)
- Secure from unauthorised access
- Preserved so that they may be used for the duration of their retention period.

Once a record is no longer current, it ceases to be actively used and managed. Agencies may need to transfer records in this category to a commercial storage facility.

Only those commercial storage providers who have been authorised by the Keeper to house public records may be used by Victorian government agencies for storing records. Authorisation is achieved through the facility becoming an Approved Public Record Office Storage Supplier (APROSS).

Commercial storage providers who wish to become part of the APROSS programme must have its facilities assessed against this specification and be appointed by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*.

## 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](#) by commercial organisation wishing to become a part of the Approved Public Record Office Storage Suppliers (APROSS) programme.

Successful implementation of the requirements within this Specification by a commercial storage provider will lead to their facilities being certified by the Keeper of Public Records as an APROSS.

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 please refer to the [Storage Standard](#).

This Specification covers the activities associated with storage of public records (in digital and hardcopy formats) by commercial organisations that are part of the Approved Public Record Office Storage Suppliers (APROSS) programme.

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:

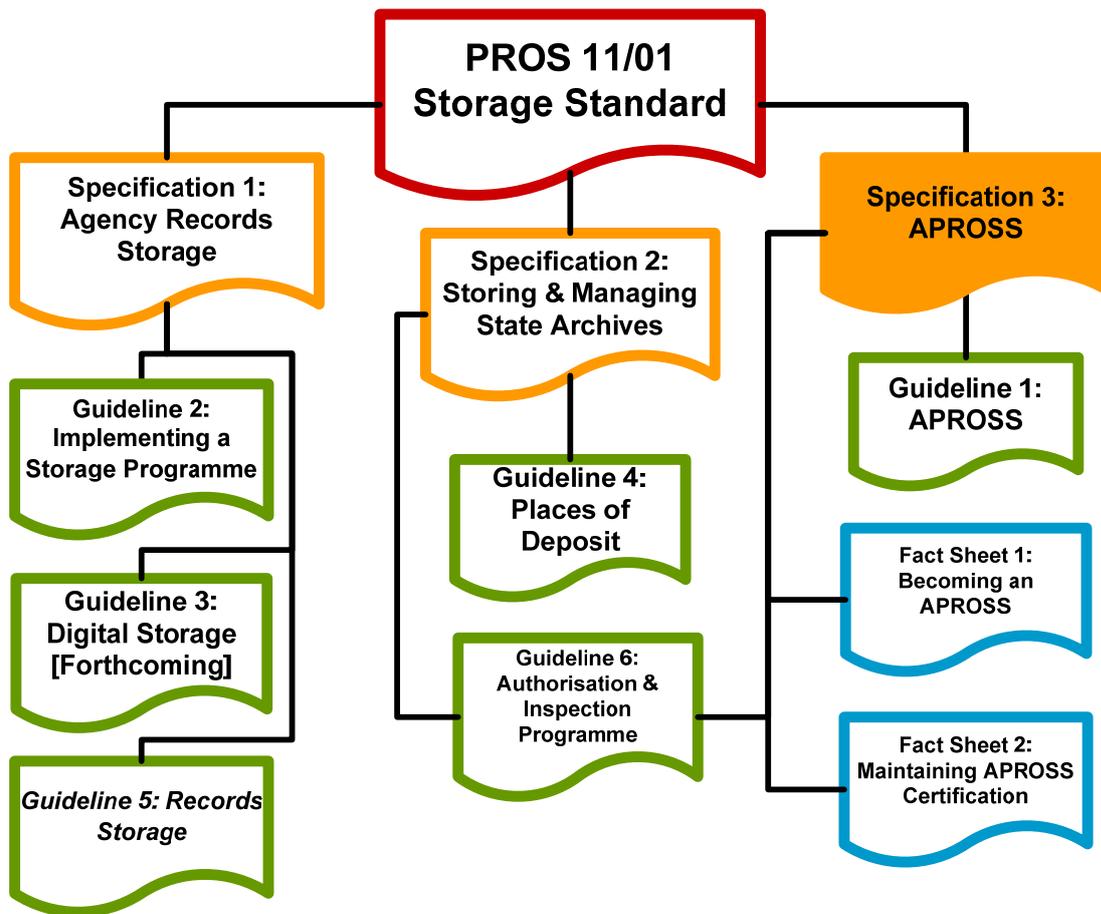


Figure 1: Relationship Diagram

## 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
<p>1. Any commercially operated storage facility which is seeking authorisation to store public records must be assessed<sup>1</sup> as being compliant with this Specification by a PROV representative, and any conditions or limitations must be noted in the certification.</p>	<p>APROSS Certification issued by the Keeper of Public Records for commercially operated storage areas and facilities used by the agency. Conditions could include certification for hard copy records only or for digital records only.</p> <p>Contract with an APROSS which includes clauses regarding a current PROV certification.</p>

#### Further Information

Further information on APROSS Certification Programme is located in the *PROS 11/01 G1 Approved Public Record Office Storage Suppliers (APROSS) Guideline*.

### 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>2. PROV pre-inspection checklist<sup>2</sup> documentation must be completed, submitted to and approved by a PROV representative prior to the commencement of the APROSS inspection and certification process.</p>	<p>Completed APROSS pre inspection checklist and associated documents supplied to PROV.</p>

<sup>1</sup> Assessment is undertaken as part of the PROV APROSS Programme.

<sup>2</sup> See Form *PRO 39 APROSS Pre-Inspection Checklist* <<http://prov.vic.gov.au/government/standards-and-policy/all-documents/pro-39>>

<b>Requirement</b>	<b>Examples of Evidence</b>
<p><b>3.</b> APROSS facilities must be inspected for compliance with this Specification by a PROV representative.<sup>3</sup></p> <ul style="list-style-type: none"> <li>- When seeking authorisation to be an APROSS facility</li> <li>- Within 12 months after the issue of a new or significantly revised PROV APROSS storage specification</li> <li>- Every 5 years.</li> </ul>	<p>Reports which detail the results of APROSS compliance inspections.</p> <p>PROV inspection reports, certification documentation and webpage which confirms an APROSS facility certification is current.</p>
<p><b>4.</b> APROSS facilities found to be non-compliant with this Specification by a PROV representative must have their certification revoked if they have failed to rectify issues within the time frame specified in the inspection report.</p>	<p>PROV APROSS Compliance Inspection Programme documentation including inspection result reports and correspondence regarding APROSS certification.</p> <p>PROV webpage which confirms an APROSS facility certification is current.</p>
<p><b>5.</b> An attestation that the APROSS facility continues to be compliant with this Specification must be signed by the head of the APROSS facility and submitted annually to the Keeper of Public Records.</p>	<p>Assessment reports which certify that an APROSS storage area or facility is compliant with this Specification.</p> <p>Annual attestation documentation.</p>

*Further Information*

Further information about the PROV Inspection Process is located in Guideline *PROS 11/01 G6 Records Storage: Authorisation and Inspection Programme*.

---

<sup>3</sup> A regular schedule of APROSS facility compliance inspections is undertaken as part of the PROV Approved Public Record Office Storage Supplier (APROSS) 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 and Management

Requirement	Examples of Evidence
<p>6. An assessment must be undertaken to identify risks posed by the location and construction of the APROSS storage facility or area to the public records or to the staff managing the records.</p>	<p>Independent risk assessment reports which identify and evaluate risks to APROSS storage areas and facilities and how they will be mitigated, including:</p> <ul style="list-style-type: none"> <li>- 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>7. All risks identified by Requirement 6 must be recorded within the organisational risk register, be reviewed on an annual basis and be mitigated in accordance with organisationally approved risk mitigation strategies and plans.</p>	<p>Organisational risk management framework and risk registers that identify the risks and mitigation actions taken to address them.</p>

### 2.3.2 Location and Construction

Requirement	Examples of Evidence
<p>8. APROSS storage facilities must have been assessed as being compliant with the Building Code of Australia and associated codes.</p>	<p>Documents supporting compliance against these codes.</p>
<p>9. Storage areas and facilities must have in place appropriate and comprehensive fire detection and protection systems and equipment in compliance with Australian Standards and the Building Code of Australia.</p>	<p>Fire safety logs or inspection reports showing that fire suppressions systems and extinguishers, hose reels and hydrants meet the requirements of Part E of the Building Code of Australia.</p> <p>Documentation supporting compliance with Australian Standards for fire detection and protection systems and equipment.</p> <p>PROV physical inspection reports.</p> <p>Fire system maintenance and inspection logs.</p>
<p>10. Walls and doors must have a fire resistance level rating of 120/120/120.<sup>4</sup></p>	<p>Documentation certifying fire resistance levels.</p>
<p>11. APROSS facilities must be a single purpose free-standing facility and any non-record items stored within the facility must not place public records at risk.</p>	<p>Building plans.</p> <p>Internal risk assessment reports which confirm that equipment or substances which pose a risk to records were not present in record storage areas and facilities.</p>
<p>12. APROSS storage must be physically separated from:</p> <ul style="list-style-type: none"> <li>- Office areas</li> <li>- Loading docks</li> <li>- Drainage pipes</li> <li>- Exposed plumbing (excluding fire systems)</li> <li>- Kitchens and toilets.</li> </ul>	<p>Certificates of occupancy or risk assessment reports which demonstrate that APROSS storage areas and facilities are physically separated from other areas.</p> <p>Building inspection report.</p> <p>PROV physical inspection reports.</p>
<p>13. APROSS storage areas for hardcopy and digital media records must be protected from fire and water influx.</p>	<p>Storage plan detailing design measures and safeguards implemented in hardcopy record storage areas and facilities to protect records from fire, water influx (from above, below or through walls or openings) and vermin.</p> <p>Internal risk assessment reports which detail risk mitigation strategies for hardcopy record storage areas and facilities.</p>

<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 p 3.

<i>Requirement</i>	<i>Examples of Evidence</i>
<p><b>14.</b> APROSS storage for magnetic media must be protected from magnetic fields.</p>	<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>
<p><b>15.</b> APROSS facilities must have sufficient floor and storage structure loading capacity to safely support the maximum volume of records, their containers and any furnishings or equipment.</p>	<p>Certificates of occupancy specifying floor loading capacity.</p> <p>Structural engineer's report confirming storage areas and facilities have sufficient floor loading capacity to support records and equipment when at full capacity.</p>

*Further Information*

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

## 2.4. Preservation and 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.*

### 2.4.1 Environmental Systems

Requirement	Examples of Evidence
16. Appointed APROSS sites must not allow records to become damaged or unusable through ineffective or negligent storage management including fluctuating environmental conditions, disaster events, poor maintenance or malicious damage.	Details of record format types being stored and the relevant standard being used to support temperature and humidity levels.
17. Record formats that require specific temperature and humidity controls must be stored in the appropriate conditions as defined by international or Australian Standards.	Logs which demonstrate environmental conditions levels in collection storage areas have been consistently maintained within appropriate ranges and these systems operate 24 hours / 365 days per year.

### 2.4.2 Preservation

Requirement	Examples of Evidence
18. Technology used for the storage of digital records must be chosen to ensure the records (and their contextual metadata) are preserved and accessible for the duration of their retention periods.	Storage plan which includes migration strategies such as implementation of <i>PROS 99/007 Management of Electronic Records</i> (ie VERS Standard for permanent digital records).  Information and Communication Technology (ICT) strategy which includes plans to manage avoidance of vendor or technology lock in, and technological obsolescence.  Disposal documentation specifying retention periods.  Assessment reports which identify appropriate storage technology for digital records.
19. Containers used to store records must be clean, in good condition, and appropriate to record weight, size and format to assist with the preservation of the records they contain.	Assessment reports which identify appropriate containers for records.  Record storage procedures which cover the selection and appropriate use of containers.  Inspection logs which demonstrate that containers are in good condition and being used correctly.
20. An integrated pest management system must be established and maintained, and be as least toxic as possible.	Pest management logs.
21. Shelving, racking and handling equipment must be appropriate for the format and weight of the records.	Assessment reports which identify appropriate storage and handling equipment for records.  Inspection logs which demonstrate that shelving and handling equipment are being used appropriately.

### 2.4.4 Safety

Requirement	Examples of Evidence
22. Staff members responsible for handling records within APROSS facilities must be trained in safe manual handling practices to minimise risk of injury, as part of any induction programme and before commencing work. This training must be refreshed on an annual basis.	<p>Training programme which covers safe manual handling practices.</p> <p>Staff training records which demonstrate that all relevant staff have received training in safe manual handling practices.</p>
23. APROSS facilities and equipment must meet occupational health and safety needs and be supported by safe work practices.	OHS inspection reports, review reports, remedial action plans and status reports supporting assessment follow up processes.

#### 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
24. Systems that enable effective retrieval and tracking of records being delivered to or returned from the controlling Victorian government agency must be in place.	<p>System procedural documents.</p> <p>Systems demonstrated to PROV during inspection process.</p> <p>Regular audit of documentation.</p>
25. 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>Policy, process and procedural documents for the identification, control, retrieval, handling and returning of records in storage.</p> <p>Training 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>

## 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><b>26.</b> Security systems (including alarms, intruder detection devices and locks with restricted key system and base monitoring) must be installed, maintained, monitored and continuously reviewed to ensure storage areas and facilities are protected from unauthorised access.</p>	<p>Storage plans and assessment reports which include details of security measures implemented to protect record storage areas and facilities.</p> <p>A register of keys and / or swipe cards providing access to storage areas.</p> <p>ICT security and access control model which includes details of network and computer security controls to protect digital records from viruses and unauthorised access.</p> <p>Inspection logs which demonstrate that security measures are working correctly.</p>
<p><b>27.</b> 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>
<p><b>28.</b> Public records in transit to or from storage areas and facilities must be secured from unauthorised access and destruction (including transmission via physical and technological means) and records must be covered by insurance while in transit.</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.*

<b>Requirement</b>	<b>Examples of Evidence</b>
<p><b>29.</b> Maintenance of storage areas and facilities must be actively monitored and identified maintenance issues resolved in a timely manner.</p>	<p>Maintenance programme for storage areas and facilities which details activities to be undertaken to mitigate risks to the security and preservation of public records (e.g. upgrading hardware and software).</p> <p>Risk register which includes entries regarding risks to storage areas and facilities.</p> <p>Maintenance status reports which detail corrective and preventative works undertaken on APROSS storage areas and facilities.</p>
<p><b>30.</b> 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.*

<b>Requirement</b>	<b>Examples of Evidence</b>
<p><b>31.</b> A current Business Continuity Plan (BCP) documenting how the APROSS facility will recover from a disaster event and maintain continuity of service must be in place.</p>	<p>A copy of the Business Continuity Plan.</p> <p>BCP reviews and testing results.</p>
<p><b>32.</b> A current disaster preparedness, management and recovery programme for records within storage areas and facilities must be in place.</p>	<p>Disaster preparedness, management and recovery plan which defines responsibilities and includes a vital records register (identifying records required to ensure continuing business operations), copies of the APROSS facility's current certificate of insurance, and contact details of specialist disaster recovery companies.</p> <p>Procedures regarding the update of risk logs, mitigation strategies, and the disaster management plan as part of the recovery process.</p> <p>Reports outlining the results of test exercises, drills or simulated disasters.</p>
<p><b>33.</b> Records in storage areas or facilities must be insured for recovery and restoration in the event of a disaster.</p>	<p>Disaster management plan includes APROSS facility insurance policy details, insurance coverage for record recovery and restoration activities and claims procedures.</p> <p>Copies of APROSS facility or courier certificates of insurance.</p>

### *Further Information*

Further information on business continuity, disaster preparedness and management is located in Guideline [PROS 11/01 G5: Records 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

Archives New Zealand (ANZ) 2007, *Recordkeeping Standard S2: Standard for the Storage of Records and Archives*, ANZ Wellington, New Zealand, viewed 16 January 2014, <<http://archives.govt.nz/s2-storage-standard>>.

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.

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.

State Records Authority New South Wales (SRNSW) 2000, *Standard on the Physical Storage of State Records*, SRNSW Sydney, viewed 3 June 2014, <<http://www.records.nsw.gov.au/recordkeeping/rules/standards/physical-storage>>.

State Records Commission of Western Australia (SRCWA) 2008, *SRC Standard 7: Storage of State Archives Retained by State Organisations through an approved Recordkeeping Plan*, SRCWA Perth, viewed 16 January 2014, <[http://www.sro.wa.gov.au/sites/default/files/src\\_standard\\_7.pdf](http://www.sro.wa.gov.au/sites/default/files/src_standard_7.pdf)>.

Territory Records Office Australian Capital Territory (TROACT) 2008, *Territory Records Standard for Records Management Number 7: Physical Storage of Records*, TROACT Canberra, viewed 16 January 2014, <<http://www.legislation.act.gov.au/ni/2008-436/default.asp>>.

### Other Resources

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

CAARA 2007, *Recordkeeping issues associated with Outsourcing and Privatisation of Government Functions*, CAARA, Canberra, viewed 16 January 2014, <<http://www.caara.org.au/index.php/policy-statements/recordkeeping-issues-associated-with-outsourcing-and-privatisation-of-government-functions/>>.

*Collections Australia Network (CAN) 2002, Guidelines for Environmental Control of Cultural Institutions*, CAN, Haymarket, NSW, viewed 16 August 2013, <[http://www.collectionsaustralia.net/sector\\_info\\_item/13](http://www.collectionsaustralia.net/sector_info_item/13)>.

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

Melbourne Water 2012, *Planning for Sea Level Rise*, Melbourne Water, East Melbourne, viewed 16 January 2014 <<http://www.melbournewater.com.au/Planning-and-building/Forms-guidelines-and-standard-drawings/Documents/Planning-for-sea-level-rise-guidelines.pdf>>.

State Records of South Australia (SRSA) 2011, *Onsite Storage of Temporary Value Records*, SRSA Adelaide, viewed 16 January 2014, <[http://www.archives.sa.gov.au/files/management\\_temporaryrecords\\_onsite.pdf](http://www.archives.sa.gov.au/files/management_temporaryrecords_onsite.pdf)>.

Tasmanian Archives and Heritage Office (TAHO) 2005, *State Records Guideline No. 11: Physical Storage of State Records*, TAHO Hobart, viewed 16 January 2014, <[http://www.linc.tas.gov.au/\\_\\_data/assets/pdf\\_file/0003/334974/State\\_Records\\_Guideline\\_No\\_11.pdf](http://www.linc.tas.gov.au/__data/assets/pdf_file/0003/334974/State_Records_Guideline_No_11.pdf)>.

Tasmanian Archives and Heritage Office (TAHO) 2005, *State Records Guideline No. 13: Certification for Secondary Storage Providers*, TAHO Hobart, viewed 16 January 2014, <[http://www.linc.tas.gov.au/\\_\\_data/assets/pdf\\_file/0010/393535/CENTRAL-1702573-v3-State\\_Records\\_Guideline\\_No\\_13\\_-\\_Certification\\_for\\_secondary\\_storage\\_providers.pdf](http://www.linc.tas.gov.au/__data/assets/pdf_file/0010/393535/CENTRAL-1702573-v3-State_Records_Guideline_No_13_-_Certification_for_secondary_storage_providers.pdf)>.

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.