### Table B - Storage environment conditions and housing requirements for long term temporary records & State archives

<table>
<thead>
<tr>
<th>Record format type</th>
<th>Environmental conditions</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Temperature / Relative Humidity (RH)</strong></td>
<td>Fluctuations</td>
<td>Air quality</td>
</tr>
<tr>
<td><strong>Paper records:</strong>&lt;br&gt;• Files&lt;br&gt;• Cards&lt;br&gt;• Computer print-out&lt;br&gt;• Maps&lt;br&gt;• Plans&lt;br&gt;• Charts&lt;br&gt;• Posters</td>
<td>16 – 25°C&lt;br&gt;• tolerable daily change of 3°C&lt;br&gt;• there is no 'set point', any reading within this range is acceptable&lt;br&gt;• continuous control required</td>
<td>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases</td>
</tr>
<tr>
<td></td>
<td>30 – 60% RH&lt;br&gt;• tolerable daily change of 10%&lt;br&gt;• there is no 'set point', any reading within this range is acceptable&lt;br&gt;• continuous control required</td>
<td>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases</td>
</tr>
<tr>
<td><strong>Composite and sensitive materials:</strong>&lt;br&gt;• Bound volumes&lt;br&gt;• Parchment documents</td>
<td>17 – 23°C&lt;br&gt;• tolerable daily change of 3°C&lt;br&gt;• there is no 'set point', any reading within this range is acceptable&lt;br&gt;• continuous control required</td>
<td>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases</td>
</tr>
<tr>
<td></td>
<td>40 – 50% RH&lt;br&gt;• tolerable daily change of 5%&lt;br&gt;• there is no 'set point', any</td>
<td></td>
</tr>
</tbody>
</table>
| Black & White (silver gelatine) photographic prints | 17 – 23°C | • tolerable daily change of 3°C  
• there is no 'set point', any reading within this range is acceptable  
• continuous control required | Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases  
UV filtered fluorescent lighting  
Timer controlled switches | Powder coated or baked enamel metal shelving | Archival non-buffered containers that have passed the Photographic Activity Test (PAT) |
| --- | --- | --- | --- | --- | --- |
| 40 – 50% RH | • tolerable daily change of 5%  
• there is no 'set point', any reading within this range is acceptable  
• continuous control required | Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases  
*Vinegar syndrome and nitrate films must be isolated from other materials* | UV filtered fluorescent lighting  
Timer controlled switches | Powder coated or baked enamel metal shelving | Archival non-buffered enclosures that have passed the Photographic Activity Test (PAT) |
| Photographic media:  
• Sheet film  
• Cine film  
• Colour print material  
• Historic photographic prints  
• X-rays  
• Microforms  
• Glass plate negatives  
• Lantern slides  
• Photographic media with vinegar syndrome (requires) | 3 – 5°C | • tolerable daily change of 1°C  
• there is no 'set point', any reading within this range is acceptable  
• continuous control required  
• records must be acclimatised when being moved in and out of storage space | Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases  
*Vinegar syndrome and nitrate films must be isolated from other materials* | UV filtered fluorescent lighting  
Timer controlled switches | Powder coated or baked enamel metal shelving  
Glass plates/lantern slides must be on stationery shelving. Require vertical storage. | Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT)  
*Fils should be stored horizontally, stacked no more than 6 cans high for 16mm film and no more than 3 high for 35mm film.* |
| 35 – 45% RH | • tolerable daily change of 5%  
• there is no 'set point', any reading within | Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases  
*Vinegar syndrome and nitrate films must be isolated from other materials* | UV filtered fluorescent lighting  
Timer controlled switches | Powder coated or baked enamel metal shelving  
Glass plates/lantern slides require additional shock protection. All products used for this purpose should have passed the Photographic Activity Test | Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT)  
*Fils should be stored horizontally, stacked no more than 6 cans high for 16mm film and no more than 3 high for 35mm film.* |
<table>
<thead>
<tr>
<th>Isolation from other materials</th>
<th>This range is acceptable</th>
<th>Continuous control required</th>
<th>Continuous control required</th>
<th>Records must be acclimatised when being moved in and out of storage space</th>
<th>Non-magnetisable shelving</th>
<th>Non-magnetisable, archival quality containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT) or archival quality cardboard boxes</th>
</tr>
</thead>
</table>
| **Magnetic media** | • Computer tapes and disks  
• Video tapes  
• Audio tapes  
• Magneto-optical disks (Mini discs) | 7–9°C | • Tolerable daily change of 1°C  
• There is no ‘set point’, any reading within this range is acceptable  
• Continuous control required  
• Records must be acclimatised when being moved in and out of storage space | Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases | UV filtered fluorescent lighting  
Timer controlled switches | Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT) |
| | 35–45% RH | • Tolerable daily change of 5%  
• There is no ‘set point’, any reading within this range is acceptable  
• Continuous control required  
• Records must be acclimatised when being moved in and out of storage space | | | |
| **Optical media:** | • CDs, DVDs  
• Laser discs | 3–5°C | • Tolerable daily change of 1°C  
• There is no ‘set point’, any | Well ventilated and filtered to exclude dust and other | UV filtered fluorescent lighting  
Timer | Powder coated or baked enamel metal shelving or plan cabinets. | Boxes of inert polypropylene which has passed the Photographic Activity Test (PAT) |

Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases.
<table>
<thead>
<tr>
<th>Gramophone discs</th>
<th>35 – 45% RH</th>
<th>reading within this range is acceptable • continuous control required • records must be acclimatised when being moved in and out of storage space</th>
<th>particles, acidic and oxidising gases</th>
<th>controlled switches</th>
<th>Photographic Activity Test (PAT) or archival quality cardboard boxes</th>
<th>Photographic Activity Test (PAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 – 5°C</td>
<td>35 – 45% RH</td>
<td>tolerable daily change of 5% • there is no 'set point', any reading within this range is acceptable • continuous control required • records must be acclimatised when being moved in and out of storage space</td>
<td>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases</td>
<td>UV filtered fluorescent lighting Timer controlled switches</td>
<td>Boxes of inert polypropylene which has passed the Photographic Activity Test (PAT) or archival quality cardboard boxes</td>
<td>Archival non-buffered containers, wallets, folders or envelopes that have passed the Photographic Activity Test (PAT)</td>
</tr>
</tbody>
</table>
## Miscellaneous:
- Models
- Objects
- Mixed media items

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Conditions</th>
<th>Storage Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 – 23°C</td>
<td>tolerable daily change of 3°C, there is no 'set point', any reading within this range is acceptable, continuous control required</td>
<td>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases, UV filtered fluorescent lighting, Timer controlled switches, Powder coated or baked enamel metal shelving or plan cabinets.</td>
</tr>
<tr>
<td>40 – 50% RH</td>
<td>tolerable daily change of 5%, there is no 'set point', any reading within this range is acceptable, continuous control required</td>
<td>Archival quality acid-free enclosures or boxes</td>
</tr>
</tbody>
</table>

## Preservation master film material:
- Sheet film
- Cine film

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Conditions</th>
<th>Storage Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>-20°C - 10°C</td>
<td>tolerable daily change of 3°C, there is no 'set point', any reading within this range is acceptable, continuous control required, records must be acclimatised when being moved in and out of storage space</td>
<td>Well ventilated and filtered to exclude dust and other particles, acidic and oxidising gases, Vinegar syndrome and nitrate films must be isolated from other materials, UV filtered fluorescent lighting, Timer controlled switches, Powder coated or baked enamel metal shelving or plan cabinets.</td>
</tr>
<tr>
<td>35 – 45% RH</td>
<td>tolerable daily change of 5%, there is no 'set point', any reading within this range is acceptable, continuous control required, records must be acclimatised when being moved in and out of storage space</td>
<td>Cine film should be stored on polypropylene cores and in film canes that have passed the Photographic Activity Test (PAT).</td>
</tr>
</tbody>
</table>

All packaging and wrapping materials should have passed the Photographic Activity Test (PAT).
Large/heavy items may be in wooden crates. The wood should be varnished to seal it and the varnish well-aired before the crate is put into use.

Films should be stored horizontally, stacked no more than 6 cans high for 16mm film and no more than 3 high for 35mm film.