



Australian Capital Territory
Territory Records Office
GUIDELINE



Guideline for Records Management Number 7 – Physical Storage of Records

This Guideline is to be read in conjunction with the *Territory Records Office Standard for Records Management No.7 – Physical Storage of Records*

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INTRODUCTION

The *Territory Records Act 2002* requires Government agencies to manage the care, control, safekeeping and proper preservation of its records and ensure that the records are usable and accessible for as long as they are needed for official and public purposes. Issues relating to the maintenance, handling and storage of records arise throughout their existence, not only when they become inactive. Appropriate physical storage measures are necessary to enable this requirement to be met, for all types of record media.

PURPOSE

Territory Records Office Standard for Records Management No.7 – Physical Storage of Records sets out minimum requirements for the storage of Government records, so that the records are accessible to current and future users for as long as required.

This Guideline is to assist Territory agencies in selecting, implementing, maintaining or upgrading appropriate storage facilities to ensure that records are protected, secure and accessible for as long as they are required for both official and public purposes. Territory Archives are those Territory records that are to be retained for present and future generations. Territory Archives are to be stored in the best possible conditions. Appropriate services and controls are to be maintained for stored records. All records are to be stored in cost-effective conditions as appropriate for each record type.

SCOPE

This Guideline applies to all Territory agencies as specified under Section 7 of the *Territory Records Act 2002* and to their records, regardless of where they are stored. It applies to all records storage arrangements and facilities used by an agency. These may be:

- Within the creating agency;
- Within the currently responsible agency, where functions and/or records have been transferred;
- Shared between agencies;
- Agency owned or leased or
- Commercial storage facilities.

Territory Records Office Standard for Records Management No.7 – Physical Storage of Records and this Guideline apply to:

- Active records;
- Inactive records;
- Short or long-term temporary records sentenced under an approved Records Disposal Schedule;
- Permanent records sentenced under an approved Records Disposal Schedule to be retained as Territory Archives; and
- Records not yet sentenced under a Records Disposal Schedule.

This Guideline applies to the physical storage of all types of records, but does not apply to the storage of digital records residing on network drives, hard drives or portable devices such as flash drives, MP3 players, smart phones and hand-held computers. Territory Records Office *Standard and Guideline for Records Management No.6 – Digital Records* cover the management and storage of digital records.

PRINCIPLES

The guidelines and checklists under each of the principles below are to be implemented according to an Agency's Records Management Program and its business continuity plan where one exists, or where guidance is not otherwise provided, on the basis of:

- The characteristics of the records;
- Business need for retrieval and use of the records; and
- The likelihood of the risk of, and consequences of, not having the records available, presentable and usable.

PRINCIPLE 1: RESPONSIBILITY

All records created or managed by Government agencies are the property of the ACT Government. Records storage arrangements are to be documented as part of the agency's Records Management Program, in accordance with the following:

For all records:

- Records management training programs (or equivalent) including advice to staff on the appropriate control, storage, security and access practices for records they use in day-to-day work.

For active records held within an agency, the following responsibilities apply to the agency:

- Identification of the major, commonly used, physical records collections and their locations; and
- Documentation of the authorities and roles of personnel who are responsible for managing those records stores, including: security and access, record controls, and disposal arrangements.

For inactive records stored within an agency, the following responsibilities apply:

- Identification of all inactive records storage locations;
- Documentation of the authorities and roles of personnel who are responsible for managing those records stores, including: security and access, record controls, and disposal; and
- Procedures for the use and management of inactive records stores (for example, transferring records into storage, retrieval of records from store, control systems for enabling transfer and retrieval).

For any records (active or inactive) stored in a facility operated by another entity (for example, another agency or a commercial storage provider), a records storage service

contract should be used, or Service Level Agreement if the storage provider is also a part of the ACT Government. It should contain the following:

- Responsibilities for ownership and custody of the records clearly documented;
- The services and agreed service levels required by the controlling agency are to be fully documented;
- Service levels to be monitored and corrective action taken, including procedure changes where necessary;
- Procedures for the transfer and retrieval of records from storage facilities;
- Rights of access and use of the records by the agency, service provider and any other party;
- Confidentiality and security measures to be taken in relation to records; and
- Records' service delivery standards,

Where the ownership of records held in external storage is transferred to a different agency as a result of machinery of government changes, then the receiving agency becomes the controlling agency, and all the above requirements apply to the agency that has received the additional responsibility. The change in ownership is to be documented as an amendment to the storage contract.

- A contract or service level agreement may also be used internally between different areas of the organisation.

PRINCIPLE 2: STORAGE CHOICES

Agencies are to assess a number of elements in determining the best storage and management arrangements for its active and inactive records.

The storage of active records in the workplace is generally governed by an agency's Records Management Program. This includes:

- Records Management policy including specifying the systems into which records are to be captured and maintained; and
- Records Management procedures including implementation of records management practices such as security, item identification, controls and tracking.

As well as storing active records themselves, agencies may store active records in a commercial storage facility, which provides search, retrieval, copying, transmission and/or delivery services.

Agencies may store inactive records in a commercial storage facility, or in a designated area within their own office, or in a building owned or leased by the agency, or shared with another agency.

When selecting an external storage facility for active or inactive records (in-house or external) agencies are to consider the following:

- The housing and management capabilities of the storage facility are appropriate for the specific types of records.
For example, large volumes of temporary transaction records (claims, finance vouchers) with low reference may simply have secure storage on pallets in a

low access area of the records store. In contrast, delicate archival records will require custom packaging and shelving and strict environmental controls. See also criteria relating to the characteristics of records under Principle 3 below.

- The records storage business needs of the agency are met by the storage facility and the services and controls provided with it.
For example, there may be a need for item level retrieval of files; there may be a need for agency staff to work at the storage facility to undertake extensive research on inactive records; or highly secure and supervised destruction services may be required.
- Adequate storage facilities, services and controls are available and appropriate.
For example, the agency may need the facility sufficiently close that 2 hour retrieval requests can be satisfied; or records may include objects and non-standard items that require special packaging, handling and storage.
- The arrangements and services are provided cost effectively.
For example, storage costs as compared to other companies or other storage arrangements (such as in-house) are satisfactory; costs associated with retrieval of records that are still frequently used are satisfactory; good value for money is provided in terms of improved level of service to the agency clients.
- The risks of not having higher quality storage facilities, services and controls are acceptable.
For example, use of low-grade storage for long-term records may result in their deterioration and destroy their usefulness; use of in-house facilities may not include appropriate staffing to provide the level of retrieval necessary to support the business.

Other considerations for selecting an external storage facility may include:

- The long-term stability and viability of the storage provider;
- The physical life of the storage facility;
- Ancillary facilities, such as areas for re-sorting or appraising large quantities of records;
- Choices of storage areas for different types of records, such as temperature/humidity controlled vault for backup tape, or plan racking;
- Insurance coverage for loss or damage of agency records;
- Availability of a record retrieval and delivery service to the agency, 24-hours x 360 days per year; and
- Records destruction services that are environmentally friendly.

PRINCIPLE 3: CHARACTERISTICS OF THE RECORDS

The characteristics of an agency's records will affect the storage facility, services and the level of controls required. It may be appropriate to select or implement different storage facilities and service levels according to the characteristics of the records.

Characteristics of records that are to be considered in determining storage choices include the following:

Physical form and composition

Records require storage conditions and handling processes that take into account their specific physical and chemical properties. Records of continuing value, irrespective of format, require higher quality storage and handling to preserve them for as long as that value exists. Storage conditions and handling processes are to be designed to protect records from unauthorised access, loss or destruction, and from theft and disaster.

Records exist in a variety of physical forms and compositions. This includes paper records, such as files, loose papers, bound volumes, maps, plans, charts, books, cards, registers, forms. All record formats require protective packaging, such as wrapping, boxes or other containers. Packaging is to be appropriate for the records' format, size and shape, value and use.

Non paper formats include: photographic prints and transparencies, negatives and slides, film, microforms, magnetic media, optical media, or objects in other formats such as plastic, metal, canvas, wood.

Records may be in a range of sizes, and include small formats such as tickets or cards, and large formats such as plans and drawings, or artwork.

Archival records are to remain in original form unless the relevant approved Records Disposal Schedule identifies that this type of record may be archived in other than its original form.

Volume and growth rate

The volume and growth rate may affect the type and grade of storage facilities and services selected. For example records with low growth may be accommodated in-house. Records with high volume and/or high growth rates will need a facility with sufficient space to accommodate this.

The volume and growth rates also affect:

- Transportation requirements – for example, frequency of transport, the type of transport, and materials-handling equipment
- Labour requirements - for example, for boxing and listing, for transporting, for unloading, for retrievals
- Retrieval services – frequency, volume per request.

Vital record status

Vital records are those without which the organisation could not function. Vital records are likely to be those which are needed to:

- Operate the organisation during an emergency or disaster;
- Re-establish the organisation's functions after an emergency or disaster; and

- Establish and protect the rights and interests of the organisation and its clients.

Storage facilities for vital records are to be capable of rapid retrieval and delivery services.

Archival status

Archival records are those Territory records that are preserved for the benefit of present and future generations. Storage for Territory Archives is very likely to be of a higher quality than storage for temporary records that are not vital records. The emphasis in archival storage is to be on the long-term preservation of the records.

Security and sensitivity status

Records may be sensitive if they relate to personal privacy, commercial interests, personal interests, national security.

All records of government are to be kept in a secure environment, only accessible by those people with responsibility for the facility and those people authorised to access them.

Additional levels of secure storage, handling and management may be required for records of particular (additional) sensitivity, and facilities and services are to be selected or implemented which meets those requirements. Accountable processes and procedures are to be in place controlling access to the storage areas, for staff of the facility, staff of the controlling agency, and any other person (for example, other government officers, the public).

Value

The value of the records may affect storage choices, particularly in terms of the standard of housing, preservation services, and retrieval services.

The value of records is determined by vital record status (see above) and retention period as designated under an approved Records Disposal Schedule. See Territory Records Office *Standard for Records Management No.2 Appraisal* for the production of Records Disposal Schedules.

Records of archival value are to be stored in environmental conditions as close as possible to those in the specification in Attachment A.

Current and potential future use

The uses of records will vary according to their information content, security and sensitivity status, currency and value. For example, records may be transferred to secondary storage to save office space, to provide common controls over location management and to aid retrieval. If use is still frequent, a storage arrangement will be required that meets those access needs.

The *Territory Records Act 2002* gives the public a general right of access to Territory records that are more than 20 years old, with certain exceptions. For records designated as having long-term or permanent value, storage facilities will be required that can:

- Provide access over time; and
- Permit delivery of all access policies and protocols that are in place.

PRINCIPLE 4: CHARACTERISTICS OF THE STORAGE FACILITY

The criteria used for selecting or implementing a record storage facility may include any combination of the elements listed below. A storage facility that meets all the requirements below would be deemed ‘high grade’ and would be suitable for storing Territory Archives.

Building environment

The building and surrounds includes the following characteristics:

- Free of potential external hazards, such as risk of fire, explosion or impact;
- Appropriate location, that is, not within an area prone to flood, earthquake, a flight path, or close to heavy industry pollutants; an area with adequate storm water drainage; an area which is accessible to records users such as the public (for example using public transport);
- A dedicated building or area within a building. It is to be an area used solely for records storage. This reduces the risk of fire damage by eliminating volatile items, and exposure of records to items that may be detrimental to their preservation;
- The building and its services comply with Australian building standards and codes;
- Use of appropriate low maintenance, non-flammable construction materials, including steel, reinforced concrete or concrete block;
- Separation of storage areas from office areas and office facilities such as toilets and kitchens;
- Sufficient space for appropriate storage and growth in volume;
- Sufficient space to enable delivery of all services required by the controlling agency;
- Security, including site security, perimeter security (for dedicated records storage buildings);
- Adequate floor loading, in particular for in-house storage areas;
- Adequate fire protection for the site and the building;
- No windows or roof penetrations into the storage area;
- Enclosed loading dock; and
- No box gutters or flat roof.

This Standard and Guideline do not include or condone the use of sheds, shipping containers, roof-spaces, or areas containing machinery or hazardous materials.

Internal environment

Records must not be stored on the floor of the storage area, principally to minimise potential damage from any flooding. Occupational health and safety conditions for staff working in storage facilities must be maintained at all times. One aspect of this is the need to use correct equipment for retrieving records from high shelves.

The internal environment includes the following characteristics:

- Storage areas are isolated from internal hazards such as electrical plants and exposed plumbing;
- Appropriate and stable temperature/humidity levels – the range and variance will apply depending on what formats are being stored;
- Appropriate energy management;
- Appropriate air quality;
- Appropriate lighting and minimisation of other sources of light (especially direct sunlight) and heat;
- Regular monitoring of environmental conditions;
- Fire protection and safety facilities, including adequate fire ratings, alarm and suppressant systems, vapour barriers, smoke detectors;
- Security, including access status and monitoring, controlled access to storage areas within the building, unauthorised entry detection system;
- Dirt and dust control;
- Pest and vermin control;
- Appropriate power supply; and
- Meeting occupational health and safety provisions.

Housing, containers, handling and transport

Shelving, housing, record containers, handling and transportation are to be appropriate for the records being stored.

Criteria for shelving and containers are to include:

- Facilities, shelving, containers and equipment comply with occupational health and safety requirements;
- Shelving, cabinets and racking appropriate for each record format, such as files, maps, plans, drawings, microforms, magnetic tape;
- Shelving configuration appropriate to access requirements, for example, use of pallets, storage of low reference material on the higher shelves;
- Flat storage for large format records;
- Packaging and containers designed to fit the records;
- Storage containers are clean, in good condition and appropriate for the retention period of the records;
- Containers which are strong enough to withstand handling and the weight of the records they contain; and
- Containers of appropriate quality and composition.

Criteria for handling and transport are to include:

- Containers which are easy and safe to handle (that is, not too large or heavy);
- Use of appropriate materials-handling equipment;
- Internal loading facilities for transfer of records;

- Transfer containers or satchels where single items are being delivered; and
- Transport considerations to include:
 - climate controlled vehicles;
 - appropriate packing and physical constraints;
 - protection from vibration, impact, moisture, dust, pollutants and insects;
 - tracking system; and
 - security.

Facility management

Any dedicated records storage facility (in-house or external) is to be subject to a range of management plans. These include:

- A business continuity plan or equivalent – a comprehensive instruction for mitigating or preventing, responding to and recovering from a disaster that affects the site, building, staff, facilities and services;
- A maintenance plan – a plan for the preventative and ongoing repair, maintenance and upgrade of the site and building;
- A pest management plan – a plan for the regular monitoring, prevention and eradication of pests and vermin from the site and building; and
- An occupational health and safety plan – covering responsibilities, OH&S rules and procedures, incident management, training, and compliance measures. This covers the site, building and logistics.

PRINCIPLE 5: CHARACTERISTICS OF SERVICES

The type and level of services for records will affect storage choices. A primary requirement is the retrieval of records, which in turn depends on adequate identification and description of the records.

The speed, accuracy and frequency of retrieval services depend on:

- The location of the storage facility – this is particularly important if fast, physical delivery of records is required;
- The design of the storage facility and handling equipment, for example retrieval may be slower if all records are palletised and wrapped;
- The staffing of the storage facility, for example there may not be full-time dedicated staff for servicing retrieval requests from an in-house storage area;
- Delivery processes – these may be physical (by hand or transport) or may be electronic (by scanning and internet transmission);
- The frequency and urgency of access that is required; and
- The accuracy and level of record descriptions and location controls, which enable fast identification of the records and their location in the storage facility.

Retrieval services are to be appropriate for the business needs of the agency, which include the delivery of all required access policies and protocols.

Various other services will need to be resourced if the agency uses in-house facilities, or will be required of the provider if an external storage facility is used. These may include:

- Boxing and listing services – records are to be identified, listed, sentenced and boxed. The level of listing can vary according to the type of record and frequency of use, for example accounting vouchers can be listed at summary box level, files are to be listed individually for each box;
- Record delivery services – either physical delivery of clean (dust free) records or electronic transmission and delivery services;
- Destruction services – involving regular retrieval of expired records according to pre-determined disposal sentencing, checking with the responsible officer/s within the agency for verification, secure destruction and documentation of destruction action. Destruction under supervision may be required for security-classified material. Appropriate and environmentally friendly methods of destruction must be used such as pulping or shredding, and not burying, burning or dumping records; and
- Transportation – for collecting records, returning records, or moving records from one storage location to another.

PRINCIPLE 6: CONTROLS

Controls are required for managing records in storage and records moved in and out of storage. Many of these are best applied on the creation of the records and will continue to be used for the ongoing identification and retrieval of the records. This is especially important for long-term temporary and archival records. See Territory Records Office *Standard and Guideline for Records Management No.3 - Records Description and Control* for detailed guidance.

At minimum the following controls are required for records moving in, out or residing in storage:

- Item identification – including number, title and date;
- Container listing – summary or detailed contents of each box or other container;
- Security classification – according to the agency's protocols;
- Location identification – building (if applicable), bay, shelf, row;
- Access rights – for all parties authorised to access the records;
- Access logging – tracking of who has accessed the records;
- Tracking – detailed account of the movement of records including borrowing, permanent retrievals, relocation to other storage areas, transport;
- Disposal action – as provided by the agency in accordance with an approved Records Disposal Schedule; and
- Reporting – summary data on record movements; volumes received, held, borrowed; destructions.

These controls are to be in place at the points of record transfer and record receipt, for example at the originating agency and at the commercial storage facility.

PRINCIPLE 7: ACCESSIBILITY

Access to records in storage must be provided in accordance with Territory Records Office *Standard for Records Management No.4 – Access*. This is applied to in-house and commercial storage arrangements as follows:

- Agencies must have access to the records they control; and
- Territory Records that are more than 20 years old and to which a S.28 Declaration does not apply are available for public access. Agencies or the Territory Records Office administer the public access request and retrieve the records from the storage facility as required.

To enable efficient and appropriate access to records in storage the following controls are to be in place:

- Documentation and location controls that enable records to be identified, retrieved and presented quickly, easily and in a clean and dust-free state; and
- Control and monitoring of access to ensure records are protected from destruction, alteration or removal.

Territory Records Office Standard No.7 requires that active, vital and archival records and records yet to be sentenced are to be stored within the ACT or within 25 kilometres of the ACT border. Inactive records that have been properly sentenced as temporary may be stored further away.

Preservation and management methods are to be in place to ensure that records can be accessed over time, in particular those designated as Territory Archives. This relies on following the principles relating to the storage facility, internal environment, handling and transportation. For electronic records it also requires application of Principle 7 in the Territory Records Office *Standard No.6 - Digital Records*, whereby digital records are to be attached to appropriate metadata, and are to be self-documenting, self-contained and extensible.

COMPLIANCE CHECKLIST

PRINCIPLE 1: RESPONSIBILITY

A compliant agency can demonstrate that it has full responsibility and accountability for all of its records when:

- The agency knows where all of its records are stored;
- The roles and responsibilities of all custodians are documented;
- The agency has documentation relating to the ownership and custody of records in external storage; and
- Satisfactory procedures exist for the transfer and retrieval of records from storage facilities.

PRINCIPLE 2: STORAGE CHOICES

A compliant agency can demonstrate that it has chosen storage options that meet the requirements of:

- Business needs of the agency;
- Characteristics of the records;
- Storage and management capabilities required for specific types of records;
- Storage availability and appropriateness of facilities and services;
- Long-term stability and viability of the storage provider;
- Cost effectiveness of the storage arrangement and services;
- Physical life of the storage facility;
- Ancillary facilities or services that are required, including record retrieval, delivery and destruction services;
- Appropriate insurance coverage for loss or damage of agency records; and
- An acceptable level of risk.

PRINCIPLE 3: CHARACTERISTICS OF THE RECORDS

A compliant agency can demonstrate that it meets the requirements of the characteristics of its records in determining storage facilities and services and controls, including the following characteristics:

- Physical form and composition of the records;
- Volume and growth rate;
- Vital record status;
- Archival status;
- Security and sensitivity status;
- Value; and
- Current and potential future use.

PRINCIPLE 4: CHARACTERISTICS OF THE STORAGE FACILITY

For records stored other than within an agency's office building, a compliant agency can demonstrate that it uses storage facilities based on characteristics of its records, in that the following characteristics of storage buildings meet the characteristics of the records stored in them:

- The building and site environment;
- The internal environmental conditions;
- Housing, containers, handling and transport; and

- Facility management planning.

Territory Archives and vital records are to be housed in high-grade storage. No records are to be stored on the floor.

For records stored within an agency's office building, a compliant agency can demonstrate that it has implemented building and internal environmental conditions suitable for the types of records being stored. It also has sufficient materials, handling and facility management plans in place.

PRINCIPLE 5: CHARACTERISTICS OF SERVICES

For records stored in a dedicated storage area (whether agency-managed or externally managed, and whether a separate building or part of another building) a compliant agency can demonstrate that it has the following services available in sufficient quantity, quality and timeliness to meet the agency's requirements as set out in its Records Management Program:

- Retrieval services that are sufficiently speedy, accurate and frequent – based on the location and design of the facility, handling equipment, staffing, delivery services, accuracy and level of record descriptions and location controls;
- Additional servicing of retrievals (for example, delivery, reading rooms, processing areas);
- Boxing and listing services;
- Reading area and copying services;
- Record delivery services;
- Destruction services and
- Transport services.

For records stored within an agency's office building, a compliant agency can demonstrate that it has implemented appropriate services for its needs.

Occupational health and safety requirements are met for all staff working in any storage facility.

PRINCIPLE 6: CONTROLS

A compliant agency can demonstrate that it has sufficient controls in place to identify and manage records in storage and records moving in or out of storage. These controls can be shown to be documented, understood and implemented. At minimum these include:

- Item identification;
- Container listing;
- Security classification;
- Location identification;
- Access rights;
- Access logging;
- Tracking;
- Disposal action;
- Reporting;
- Controls appropriate for the specific security and business needs of the agency; and

- Controls appropriate for characteristics of the records – especially vital and archival records.

PRINCIPLE 7: ACCESSIBILITY

A compliant agency can demonstrate that sufficient controls and techniques are in place to enable agency and public access to its records for as long as required, and to meet the agency's records management responsibilities and accountabilities. These include:

- Meeting the requirements of Territory Records Office *Standard for Records Management No.4 – Access*;
- Storing active, vital and archival records and records yet to be sentenced within the ACT or within 25 kilometres of the ACT border;
- Documentation and location controls; and
- Storage, preservation and management methods to ensure that records can be accessed for as long as required.

DEFINITIONS

Active records

Records that are required for the day-to-day operation of an agency or function.

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Archival records

See Territory Archives.

Archives

See Territory Archives.

Business continuity

The uninterrupted availability of all key resources supporting essential business functions. In relation to records, business continuity is the uninterrupted availability of records in all formats, recordkeeping systems and data critical to the reconstitution of an agency's vital records.

Business continuity planning for records

A process which seeks to enable business continuity, and contains procedures, information and resource identification that are ready to use in the event of an emergency or disaster affecting an agency's records, records management or recordkeeping systems. It is the process of preparing for, mitigating, responding to and recovering from a disaster.

Custody

The responsibility for the care of records and archives, usually based on their physical possession. Custody does not necessarily include legal ownership

Inactive records

Records that are no longer required for the conduct of business and which may therefore be transferred to intermediate storage or archival custody, or be destroyed.

Outsourcing

A contractual arrangement whereby services to or on behalf of an agency that would otherwise be carried out internally are provided by an external organisation.

Permanent records

See Territory Archives.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records management

The managing of the records of an agency to meet its operational needs and, if appropriate, to allow public access to the records consistent with the *Freedom of Information Act 1989* and for the benefit of future generations. Records management includes but is not limited to the creation, keeping, protection, preservation, storage and disposal of, and access to records of the agency.

Records Management Program

A document that complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Records of an Agency

Records in written, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

Storage

The function of storing records for future retrieval and use.

Storage facilities

Any building, equipment or system that houses records, including commercial storage facilities, in-house storage facilities and archival storage facilities.

Temporary records

Records that have value for a finite period of time.

Territory Archives

Territory records preserved for the benefit of present and future generations.

Vital Records

Records without which an organisation could not continue to operate, that is, those containing information needed to re-establish the organisation in the event of a disaster. If destroyed, vital records must be recreated to resume essential business functions, which include the legal and accountability responsibilities of an agency and its customers.

REFERENCES AND FURTHER READING

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APPENDIX A: SPECIFICATIONS FOR ENVIRONMENTAL, SAFETY AND PROTECTION CONDITIONS IN SECONDARY STORAGE FACILITIES

From: National Archives of Australia, (2002), *Standard for the Physical Storage of Commonwealth Records*

Paper (a) • Files • Cards • Volumes • Computer print-out and other papers	<ul style="list-style-type: none"> • 20°C ± 2°C • 50% 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 or baked enamel 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) • Maps • Plans • Charts		<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"> • Powder-coated or baked enamel 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 • Sheet 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 		<ul style="list-style-type: none"> • Very early smoke detection equipment) • Fire alarms • Extinguishers • Gas flooding or sprinkler system 		<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 	<ul style="list-style-type: none"> • Archival non-buffered enclosures that have passed the Photographic Activity Test
Photographic media (b): colour • Sheet film • Cine film	<ul style="list-style-type: none"> • <5°C • 35% RH ± 5% • Records must be acclimatised before and after 					<ul style="list-style-type: none"> • As above • (may be in freezer or refrigerator) 	<ul style="list-style-type: none"> • Glass plates require additional shock protection 	<ul style="list-style-type: none"> • As above • Frozen material must be in sealed vacuum packages
Magnetic media • 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"> • Non-magnetisable shelving 	<ul style="list-style-type: none"> • Non-magnetisable archival quality sealed containers, cassette cases or sleeves 	
Optical media • Compact and mini discs • Laser discs						<ul style="list-style-type: none"> • Powder-coated or baked enamel shelving 	<ul style="list-style-type: none"> • Archival quality acid-free containers or boxes 	<ul style="list-style-type: none"> • Archival quality acid-free enclosures
Miscellaneous • 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"> • 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"> • Archival quality acid-free enclosures or wrapping