

Staffordshire County Council : Standards of Record Storage*

Introduction

This document gives guidance for the medium and long term storage of records outside of the normal office environment. The essential characteristics of physical storage of records includes consideration of the five elements outlined below:

1. Building Environment

- The building should be as free from potential external hazards (fire, explosion and impact) as can be reasonably expected.
- The building should not have proximity to any potential flood plain.
- The building/sub section should be dedicated to record storage.
- Where the store is contained within another building there should be a physical separation from other areas of the building.
- A regular maintenance inspection should be made (minimum of four times a year) and an appropriate log maintained.

2. Internal Environment

- Temperature should be controlled within the range of 10 °C-20 °C.
- Humidity should be controlled within the range 45% to 65%.
- The building should contain adequate lighting.
- A fire detection system conforming to British Standards must be installed.
- Controlled access to any storage area must be in operation.
- All areas should be fitted with an intruder detection system conforming to British Standards.
- Regular risk assessments should be made in line with SCC health and safety procedures.

3. Environmental Monitoring

- Logs should be maintained and available for inspection for the monitoring of temperature/humidity etc.
- All detection systems should be tested/inspected within manufacturer's guidelines and at least twice a year. Appropriate recording of inspections should be made.

*Storage of archival documents are subject to more stringent requirements as laid out in BS5454 (1999).

4. Shelving

- Strong enough to carry the potential load.
- Be of non-combustible material
- Not have features or properties damaging to people or records e.g. sharp angle, projections and chemical composition.
- Comply with SCC Health & Safety policies
- Where shelving exceeds 1.5 m, appropriate ladders must be available and comply with SCC Health & Safety guidelines.

5. Disaster Planning

- Where large quantities of records are stored outside of the normal working environment, a written disaster procedure should exist.
- The procedure should take account of evacuation of records, relocation and treatment of damaged records (e.g. drying of water damaged records).