

Storage Standards for Queensland Public Records

1. Purpose

The objective of this *Advice* is to notify public authorities of Queensland State Archives' endorsement of the "*Standard for the Physical Storage of Commonwealth Records*" and accompanying "*Storing to the Standard: Guidelines for Implementing the Standard for the Physical Storage of Commonwealth Records*". The *Standard* and *Guideline* were published by the National Archives of Australia in 2002 and have become the basis for archival storage throughout Australia.

2. Scope

This *Advice* applies to all Queensland public authorities. The *Standard* and *Guidelines* outline key issues which need to be considered to ensure the preservation of public records and assist agencies to comply with the Queensland Government's *Public Records Act 2002* and *Information Standard: Recordkeeping (IS40)*.

3. What are the Storage Standards and Guidelines?

The *Standard* is a comprehensive guide to storing public records in agency-owned or leased facilities. It covers all types of records in all storage media and identifies seven principles governing best practice for the storage of public records:

- Location
- Environmental control
- Shelving and packaging
- Maintenance and security
- Protection from disaster
- Careful handling *and*
- Accessibility.

The *Guidelines* are intended to help agencies determine the most appropriate storage of public records until they can be transferred to Queensland State Archives or legally disposed under relevant Retention and Disposal Schedules (such as the *General Disposal and Retention Schedule for Administrative Records* and the *General Disposal and Retention Schedule for Local Government Records*) or through agency-specific Schedules approved by the State Archivist.

The requirements for best practice are summarised in the tables provided as an appendix to the *Guidelines*.

4. How can you use the Standards and Guidelines?

The *Standards* identify and explain the seven principles of best practice storage of public records and are used in conjunction with the *Guidelines* to determine and assess storage facilities and services for public records.

Use the *Guidelines* to:

- Assess existing in-house or outsourced storage facilities and services
- Guide design, upgrading, leasing or purchase of storage facilities and services
- Provide appropriate storage arrangements for semi-active and inactive records
- Determine whether facilities and services satisfy the *Standard* and meet agency needs.

5. Who contributed to the Guidelines?

A number of Australian archival authorities, commercial storage providers and government agencies have provided comments and contributed to the development of the storage guidelines.

6. How can I get copies?

The *Standard* and *Guidelines* are available on the National Archives of Australia's website at: <http://www.naa.gov.au/records-management/publications/storage-standard.aspx>

7. Regular and appropriate disposal of records.

It should be noted that regular and appropriate sentencing and disposal of records should take place to reduce storage costs and avoid overloading facilities. Consult Queensland State Archives' approved public authority-specific Retention and Disposal Schedules or the *General Disposal and Retention Schedule for Administrative Records* and the *General Disposal and Retention Schedule for Local Government Records* for guidance. These Schedules are available from the QSA website. For advice on the retention and disposal of public records, contact the Agency Services Unit of Queensland State Archives on (07) 3131 7705.

8. Storage of identified permanent records at Queensland State Archives

Agencies are required to apply to Queensland State Archives to transfer permanent records and must prepare the records according to guidelines. Records which have been identified as temporary records are not accepted for transfer. Consult the *Guidelines on Disposal and Transfer of Public Records* available from the QSA website.

For further information relating to this *Preservation Advice*, please contact:

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