

Framework of standards

The framework of standards is kept under review.

Records storage

- BS 5454:2000 Recommendations for the Storage and Exhibition of Archival Documents
- National Council on Archives, [Public Services Quality Group, A Standard for Access to Archives](#) (2008)

Cataloguing

- BS 6879/ISO 3166-2: 1998, Codes for the representation of names of countries and their subdivisions, Part 2
- International Council on Archives, [General International Standard of Archival Description \[ISAD \(G\)\]](#), 2nd edition, 1999
- International Council on Archives, [International Standard Archival Authority for Corporate Bodies, Persons and Families](#) (ISAAR (CPF), 2004)
- National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names

Conservation and preservation

- BS 1153: Recommendations for processing and storage of silver-gelatine-type microfilm
- BS 4971: 2002, Repair and allied processes for the conservation of documents – Recommendations

Records management

- BS ISO 15489-1: 2001, Information and documentation – Records management
- ISO 9706: 1994 Information and documentation – Paper for documents – requirements for permanence

Electronic records

- BS 4783: Storage, transportation and maintenance of magnetic media in data processing and information storage Parts 1-8, 1988-94

Best practice guidance

General

- [Standing Conference on Archives and Museums](#), Code of practice on archives for museums and galleries in the United Kingdom, 2002
- National Preservation Office [preservation guidance booklets](#)
- Museums and Galleries Commission, Standards in the museum care of photographic collections, 1996

Records storage

- Kitching C, Edgar H and Milford I, Archival documents: guide to the interpretation of BS 5454:2000, PD 0024, 2001
- Museums, Libraries and Archives Council, [Benchmarks in Collection Care for Museums Archives and Libraries: A Self-assessment Checklist](#), 2011
- BS ISO 18902: 2001 Imaging materials. Processed photographic films, plates and papers. Filing enclosures and storage containers
- Jones M and Beagrie N, [Preservation management of digital materials: a handbook](#), Resource and The British Library (now maintained by The Digital Preservation Coalition), 2001

Public access

- Tim Padfield, Copyright for Archivists and Users of Archives, 2nd edition 2004
- Cabinet Office, Customer Service Excellence
- Museums, Libraries and Archives Council, [The Disability Portfolio](#)
- Museums, Libraries and Archives Council, [Inspiring Learning for All](#), 2004

Cataloguing

- International Council on Archives, [General International Standard of Archival Description \[ISAD \(G\)\]](#), 1994.
- International Council on Archives, [International Standard Archival Authority for Corporate Bodies, Persons and Families](#), (ISAAR (CPF), 2004)
- [National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names](#)

Conservation and preservation

- Pickford C, Rhys-Lewis J and Weber J, Preservation and Conservation: a guide to policy and practices in the preservation of archives, Best Practice Guideline 4, Society of Archivists, 1997

Records management

- Guidelines on the Planning of Records Appraisal, Retention, Storage of semi-Current Records), 1998-99
- British Standards Institution, Records Management – A Code of Practice' (work in progress).
- Public Record Office, Standards for the management of Government records (Introduction, File Creation, Tracking Records, Disposal Scheduling)

Electronic records

- Missenden Consulting LLP, [Archives in the Digital Age: a Study for Resource](#), 2002
- PD 0008:1999 – [A code of practice for Legal Admissibility and Evidential Weight of Information Stored Electronically](#)
- Public Record Office, Management, appraisal and preservation of electronic records (Vol.1 Principles; Vol.2 Procedures), 2nd editions, 1999

Staffing

- Investors in People UK, [Investors in People: The Standard](#), 2004