



The National Archives

Decision to store original records off-site

Request for information about the basis on which The National Archives decides to store certain records off-site

Information provided:

The National Archives accessions approximately 1.2 km of new records per annum and space at Kew is at a premium. For this reason The National Archives stores some original records offsite (currently, approximately 25 km of records).

The National Archives considers the following factors when deciding which series of records should be stored off-site:

- usage of records series by readers
- metrage of space occupied by the records series
- and, when possible, whether a surrogate version of the records series is available

Records that are held offsite can be requested or ordered for viewing in the same way as records held onsite. The maximum time it takes to retrieve items from the offsite storage facility is three working days. In practice many records are available for viewing the following working day.

The National Archives constantly monitors usage records to ensure that best use is made of both on- and off- site storage. Off-site storage conditions are also monitored to ensure records are stored in accordance with the same British Standards as applied on-site.

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