

The National Archives' Framework of Standards

We have published The National Archives' Standard for Record Repositories, setting out best practice in the core areas of archival provision. This is supported by our Framework of Standards, which covers a wider range of more specialised guidance and best practice that may not be relevant to every repository.

We ask governing bodies to subscribe to The National Archives' Standard for Record Repositories as evidence of a commitment to implementing best practice. Currently, if a repository meets the requirements in the Standard in all essential respects it is awarded The National Archives' approval.

The Framework of Standards is a vital document and is kept under review.

Records Storage

BS 5454:2000 Recommendations for the Storage and Exhibition of Archival Documents (can be purchased from [British Standards Online](#))

Public Access

National Council on Archives: [Public Services Quality Group, A Standard for Access to Archives](#) (2003) final endorsed edition (work in progress)

Cataloguing

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, <http://www.icacds.org.uk/eng/standards.htm> (ISAAR (CPF), 2004)

National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names, <http://www.ncaonline.org.uk/materials/namingrules.pdf>

BS 6879 / ISO 3166-2: 1998, Codes for the representation of names of countries and their subdivisions, Part 2

Conservation and preservation

BS 4971:2002, Repair and allied processes for the conservation of documents - Recommendations

BS 1153: Recommendations for processing and storage of silver-gelatine-type microfilm

Records Management

BS ISO 15489-1: 2001, Information & 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 in Museums, Code of practice on archives for museums and galleries in the United Kingdom,
<http://www.archivesandmuseums.org.uk/scam/publications.htm> 2002

National Preservation Office preservation guidance leaflets
<http://www.bl.uk/services/npo/publicationsleaf.html>

Museums and Galleries Commission, Standards in the museum care of photographic collections, 1996 http://www.collectionslink.org.uk/use_collection/contents/references

Records Storage

Museums, Libraries and Archives Council, Benchmarks in Collections Care: a self-assessment checklist, <http://www.mla.gov.uk/publications/> 2002

Kitching C, Edgar H and Milford I, Archival documents: guide to the interpretation of BS 5454:2000, PD 0024, 2001

Jones M and Beagrie N, Preservation management of digital materials: a handbook, <http://www.dpconline.org/graphics/handbook/> Resource and The British Library (now maintained by The Digital Preservation Coalition), 2001

BS ISO 18902: 2001 Imaging materials. Processed photographic films, plates and papers. Filing enclosures and storage containers

The National Archives, [The Generic Requirements for Sustaining Electronic Information over Time \(2003\)](#)

Public Access

Museums, Libraries and Archives Council, Inspiring Learning for All, <http://www.inspiringlearningforall.gov.uk/default.aspx?flash=true> 2004

Museums, Libraries and Archives Council, The Disability Portfolio, [http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=23032&Section\[@stateld_eq_left_hand_root\]/@id=4302&Session/@id=D_hyjqEW0SyllrDfhTnWF1](http://www.mla.gov.uk/webdav/harmonise?Page/@id=73&Document/@id=23032&Section[@stateld_eq_left_hand_root]/@id=4302&Session/@id=D_hyjqEW0SyllrDfhTnWF1) 2003

Tim Padfield, Copyright for Archivists and Users of Archives, 2nd edition 2004

Cabinet Office, Charter Mark Standard, <http://www.chartermark.gov.uk/apply/CharterMarkStandard.pdf>

Cataloguing

International Council on Archives, General International Standard of Archival Description [ISAD (G)], <http://www.icacds.org.uk/eng/standards.htm> 1994.

International Council on Archives, International Standard Archival Authority for Corporate Bodies, Persons and Families, (ISAAR (CPF), <http://www.icacds.org.uk/eng/standards.htm> 2004)

National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names, <http://www.ncaonline.org.uk/publications/reports/1997>

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

Public Record Office, Standards for the management of Government records (Introduction, File Creation, Tracking Records, Disposal Scheduling)

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).

Electronic Records

PD 0008:1999 - A code of practice for Legal Admissibility and Evidential Weight of Information Stored Electronically <http://www.bsi-global.com/en/Shop/Publication-Detail/?pid=000000000030001674>

Public Record Office, Management, appraisal and preservation of electronic records (Vol.1 Principles; Vol.2 Procedures), 2nd editions, 1999.

Missenden Consulting, Archives in the Digital Age: a study for Resource, 2002
<http://www.mla.gov.uk/publications/>

Staffing

Investors in People UK, Investors in People: The Standard, 2004
<http://www.investorsinpeople.co.uk/Standard/Pages/Default.aspx>