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

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
- 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

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

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

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

- National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names
Conservation and preservation


Records management

- 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

- 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