FRAMEWORK OF STANDARDS FOR ARCHIVES

Our new framework of standards, incorporating suggestions made by consultation respondents, has now been drawn together. This framework of standards, as proposed in our consultation paper, will inform and support The National Archives’ (TNA) new standard for records repositories, which is currently being prepared by TNA inspection and advisory staff.

The majority of the following standards were proposed in The National Archives’ November 2003 consultation paper on the framework of standards. Others were proposed for inclusion by one or more respondents to that consultation paper. This list will now be referred to as “The National Archives’ Framework of Standards”.

A secondary list of best practice guidance follows the list of standards below. This second list contains publications which, while not actually standards in themselves, offer guidance which TNA recognises as being of particular value to all those concerned with the wellbeing of archives.

Both the standards list and the best practice guidance list will remain dynamic as we pilot-test and evaluate the framework this year. We will continue to take account of suggestions and comments raised by consultation respondents and other colleagues, and look forward to a dialogue with the archival community as we make progress with this work.

THE NATIONAL ARCHIVES’ FRAMEWORK OF STANDARDS

Records Storage
BS 5454:2000 Recommendations for the Storage and Exhibition of Archival Documents

Public Access

Cataloguing
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, 1997

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*, 2002


Museums and Galleries Commission, *Standards in the museum care of photographic collections*, 1996

Records Storage


BS ISO 10214: 1991 *Processed photographic materials: filing enclosures for storage*

Public Access
Museums, Libraries and Archives Council, *Inspiring Learning for All*, 2004

Museums, Libraries and Archives Council, *The Disability Portfolio*, 2003

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


Cataloguing


**Conservation and preservation**


**Records Management**


**Electronic Records**

PD 0008:1999 - A code of practice for Legal Admissibility and Evidential Weight of Information Stored Electronically


**Staffing**

Investors in People UK, *Investors in People: The Standard*, 2004