AS 3674—1989

Australian Standard®

Storage of microfilm

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The following interests are represented on Committee MS/4:

Australian Archives

Australian Bankers Association

Australian Government Publishing Service

Confederation of Australian Industry

Department of Computing and Information Technology

Department of Defence

Department of Administrative Services

Department of the Treasury

Library Association of Australia

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PREFACE

This Standard was prepared by Standards Australia's Committee on Micrographics Equipment and Techniques, in response to a proposal received from the Defence Standardization Committee. Although represented on the Committee, Australian Archives did not support the adoption of this Standard.

The Standard includes measures to be taken for short-term storage, medium-term storage, and archival storage of processed black-and-white microfilm and prescribes the general care to be taken for storing microfilm.

Appendices describing test methods for the determination of characteristics, relevant to the preservation of the film used, are also provided.

During the preparation of the Standard, the following documents were consulted:

ISO

417—1977 *Photography—Determination of thiosulphate and other residual chemicals in processed photographic films, plates and papers—Methylene blue photometric method and silver sulphide densitometric method*

2803—1974 *Photography—Silver-gelatin type microfilms—Processing and storage for archival purposes*

4331—1986 *Photography—Processed photographic black-and-white film for archival records—Silver-gelatin type on cellulose ester base—Specifications*

5466—1986 *Photography—Processed safety photographic film—Storage practices*

5626—1978 *Paper—Determination of folding endurance*

BS

1153—1975 *Recommendations for the processing and storage of silver-gelatin-type microfilm*

Acknowledgement is made of the assistance received from these documents.

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STANDARDS AUSTRALIA

Australian Standard
Storage of microfilm

SECTION 1. SCOPE AND GENERAL

1.1 SCOPE. This Standard specifies requirements for the storage and archival storage of processed black-and-white, silver-gelatin type, safety photographic microfilm which may be in the form of rollfilm, sheet-film, stripfilm, or image cards. It describes conditions for the storage and archival storage of such film, and includes procedures for the testing and handling of films.

NOTE: This Standard makes no provision for statistical sampling or quality control procedures for assessing the quality of microfilm. Where compliance with this Standard is to be assessed on the basis of statistical sampling and inspection, the sampling plan should be in accordance with AS 1199 and should take into account the guidance given in AS 1399.

1.2 REFERENCED DOCUMENTS. The following documents are referred to in this Standard:

AS
1140 Definition of motion picture safety film
1152 Test sieves
1199 Sampling procedures and tables for inspection by attributes
1399 Guide to AS 1199, Sampling procedures and tables for inspection by attributes
1530 Methods for fire tests on building materials, components and structures
1530.4 Part 4: Fire resistance tests of elements of construction
1680 Code of practice for interior lighting and the visual environment
1717 Unitized microfilm carriers
2422 Glossary of micrographics terms

ISO
417 Photography—Determination of thiosulphate and other residual chemicals in processed photographic films, plates and papers—Methylene blue photometric method and silver sulphide densitometric method
543 Cinematography—Motion-picture safety film—Definition, testing and marking
4331 Photography—Processed photographic black-and-white film for archival records—Silver-gelatin type on cellulose ester base—Specifications
5626 Paper—Determination of folding endurance

ANSI
PH1.25 Photography (films)—Safety photographic film

1.3 DEFINITIONS. For the purpose of this Standard, the definitions given in AS 2422 and those below apply.

1.3.1 Films.

1.3.1.1 *Acetate film*—film with a base composed principally of cellulose acetate or triacetate.

1.3.1.2 *Archival record film*—photographic film composed and treated so that under optimum storage conditions it is suitable for preservation of records having permanent value.

1.3.1.3 *Duplicate film*—film copy generally made by a contact-printing process, continuously or frame-by-frame.

1.3.1.4 *Master film*—camera microfilm.

NOTE: Master film is also known as the original film.

1.3.1.5 *Safety film*—film which is difficult to ignite and which does not readily support combustion. (See AS 1140 and ANSI PH1.25.)

1.3.2 Film base—flexible or rigid plastics material coated with a light-sensitive image forming layer. This base may be either—

(a) cellulose ester base—film base composed mainly of cellulose esters of acetic, propionic, or butyric acids, or a mixture thereof; or

(b) polyethylene terephthalate base—film base composed mainly of a polymer of ethylene glycol and terephthalic acid.

1.3.3 Film enclosures.

1.3.3.1 *Containers*—insulated containers of the closed non-airtight or sealed airtight type.

1.3.3.2 *Enclosures*—film supports or containers such as boxes, reels, cores, spools, cassettes, magazines, cans, folders, envelopes, sleeves, transparency mounts, and image cards.

1.3.4 Fire protection.

1.3.4.1 *Fire protective storage*—storage facilities designed for protection of microfilm against water and other firefighting agents, excessive temperatures, steam, and structural collapses.

1.3.4.2 *Fire resistant vaults*—areas specifically designed to safeguard materials against damage caused by fires.

1.3.5 Shall—indicates that a statement is mandatory.

1.3.6 Should—indicates a recommendation.

1.3.7 Storage.

1.3.7.1 *Archival storage*—optimum microfilm storage conditions, suitable for records having permanent value.

NOTE: Archival storage is considered to be in excess of 100 years.

1.3.7.2 *Medium-term storage*—storage of microfilm for periods in excess of 10 years.

1.3.7.3 *Short-term storage*—easy access storage of microfilm for day-to-day use.

1.3.7.4 *Field storage*—storage for transporting microfilm used in various environments.