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

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,* (ISAAR (CPF)), 1996 (currently being revised: new edition expected 2004)

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

National Preservation Office preservation guidance leaflets, available at http://www.bl.uk/services/npo/publicationsleaf.html

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

Records Storage

Museums, Libraries and Archives Council, *Benchmarks in Collections Care: a self-assessment checklist*, 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*, Resource and The British Library, 2001

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

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)], 1994.

International Council on Archives, *International Standard Archival Authority for Corporate Bodies, Persons and Families,* (ISAAR (CPF)), 1996 (currently being revised: new edition expected 2004).

National Council on Archives, *Rules for the Construction of Personal, Place and Corporate Names*, 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

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*, Resource, 2002

Staffing

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