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Information and documentation — Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents

*Information et documentation — Boîtes, chemises et autres contenants
en matériaux cellulosiques, pour le stockage des documents sur papier
et parchemin*



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Foreword

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Introduction

Boxes and file covers are available in several different materials. Those made of cellulosic materials are the most commonly used enclosures for long term storage of paper and parchment documents. Experience has shown that properties of the enclosure are of great importance to the protection, permanence and durability of the documents. This International Standard specifies a number of basic requirements relevant to the material composition and construction of cellulose based boxes and file covers.

The purpose of boxes and file covers is to hold and contain documents in prescribed order or grouping, to provide a protective container, and to facilitate identification, transport and storage. Preferably, the same file covers and boxes can be used from storage at the place of work to the final archive storage. Moreover, it is possible to transport, handle and lend the volume as a unit.

Boxes, through their design and construction, protect documents from environmental risks such as light, rapid temperature and moisture changes and dust, as well as from damage related to handling. File covers further protect documents by enclosing them with materials specified for their preservation qualities. However, even high quality file covers and boxes can not compensate for poor storage conditions.

This International Standard can be used as a specification. It can also be incorporated as an element into other specifications, used in trade, or in other national or International Standards for more specialized purposes.