

Second edition  
2023-04

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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, sous-chemises et autres  
contenants en matériaux cellulosiques, pour le stockage des  
documents sur papier et parchemin*



Reference number  
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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 10, *Requirements for document storage and conditions for preservation*.

This second edition cancels and replaces the first edition (ISO 16245:2009), which has been technically revised.

The main changes are as follows:

- ISO 23404 has been added as a normative reference, and an acceptance limit based on tests carried out in accordance with ISO 23404 has been determined;
- the bleeding test procedure has been improved;
- the different types of boards used for making boxes, file covers and other enclosures have been defined.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

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## Introduction

Boxes, file covers and other enclosures 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 document specifies a number of basic requirements relevant to the material composition and construction of cellulose based boxes, file covers and other enclosures.

The purpose of boxes, file covers and other enclosures 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 a related collection of documents 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 and folders further protect documents by enclosing them with materials specified for their preservation qualities. However, even high-quality file covers, folders and boxes cannot compensate for poor storage conditions.

This document 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.