

INFORMATSIOON JA DOKUMENTATSIOON

**Tselluloosist valmistatud karbid, mapid ja muud
ümbrised, paberist ja pärgamendist dokumentide
säilitamiseks**

Information and documentation

**Boxes, file covers and other enclosures, made from
cellulosic materials, for storage of paper and parchment
documents
(ISO 16245:2009)**

EVS

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

See Eesti standard EVS-ISO 16245:2011 „Informatsioon ja dokumentatsioon. Tselluloosist valmistatud karbid, mapid ja muud ümbrised, paberist ja pärgamendist dokumentide säilitamiseks“ sisaldab rahvusvahelise standardi ISO 16245:2009 „Information and documentation – Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents“ identset ingliskeelset teksti. Standard EVS-ISO 16245:2011 on jõustunud sellekohase teate avaldamisega EVS Teataja novembrikuu numbris. Standard on kättesaadav Eesti Standardikeskusest.	This Estonian Standard EVS-ISO 16245:2011 consists of the identical English text of the International Standard ISO 16245:2009 „Information and documentation – Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents“. This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation. The standard is available from the Estonian Centre for Standardisation.
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Käsitlusala

See rahvusvaheline standard kirjeldab nõudeid paberist ja pärgamendist dokumentide pikaajaliseks säilitamiseks kasutatavatele tselluloosist valmistatud karpidele ja ümbristele.

See rahvusvaheline standard on rakendatav karpidele, mis on valmistatud lauspapist või lainepapist ja mappidele, mis on valmistatud paberist või papist.

See rahvusvahelist standardit võib kohaldada ka teist tüüpi pikaajaliseks säilitamiseks mõeldud ümbristele, nagu karbid, mapid, rullid ja ümbrikud, mis on tehtud tselluloosist.

See rahvusvaheline standard ei ole rakendatav fotograafilise materjali hoidmiseks.

MÄRKUS ISO18902 sisaldab fotograafiliste materjalide säilitamise nõudeid.

ICS 01.140.20

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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.

EVS

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

1 Scope

This International Standard specifies requirements for boxes and file covers, made of cellulosic material, to be used for long term storage of documents on paper or parchment.

This International Standard is applicable to boxes made of solid or corrugated board and to file covers made of paper or board.

This International Standard can also be applicable to other types of enclosure for long term storage such as cases, portfolios, tubes and envelopes made of cellulosic material.

This International Standard is not applicable to storage of photographic materials.

NOTE ISO 18902 contains requirements on storage materials for photographs.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the references document (including any amendments) applies.

ISO 5-3, *Photography and graphic technology — Density measurements — Part 3: Spectral conditions*

ISO 5-4, *Photography and graphic technology — Density measurements — Part 4: Geometric conditions for reflection density*

ISO 535, *Paper and board — Determination of water absorptiveness — Cobb method*

ISO 536, *Paper and board — Determination of grammage*

ISO 4046-3:2002, *Paper, board, pulps and related terms — Vocabulary — Part 3: Paper-making terminology*

ISO 5626:1993, *Paper — Determination of folding endurance*

ISO 9706:1994, *Information and documentation — Paper for documents — Requirements for permanence*

ISO 12048:1994, *Packaging — Complete, filled transport packages — Compression and stacking tests using a compression tester*