
**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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ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

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Foreword

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International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 16245 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

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.

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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*