

Australian Standard<sup>®</sup>

---

**Data storage and transfer media—  
Storage, transportation and  
maintenance of magnetic media for  
use in data processing and  
information storage**

**Part 3: Flexible disk cartridges  
(diskettes)**

---

[BSI title: Storage, transportation and maintenance of magnetic media for use in data processing and information storage, Part 3: Flexible disk cartridges]

This Australian Standard was prepared by Committee IT/10, Information Systems Equipment. It was approved on behalf of the Council of Standards Australia on 8 May 1989 and published on 13 October 1989.

---

The following interests are represented on Committee IT/10:

Australian Information Industries Association

CSIRO Institute of Information and Communication Technologies

Data media manufacturers

Interface Developers

La Trobe University

---

**Review of Australian Standards.** *To keep abreast of progress in industry, Australian Standards are subject to periodic review and are kept up to date by the issue of amendments or new editions as necessary. It is important therefore that Standards users ensure that they are in possession of the latest edition, and any amendments thereto.*

*Full details of all Australian Standards and related publications will be found in the Standards Australia Catalogue of Publications; this information is supplemented each month by the magazine 'The Australian Standard', which subscribing members receive, and which gives details of new publications, new editions and amendments, and of withdrawn Standards.*

*Suggestions for improvements to Australian Standards, addressed to the head office of Standards Australia, are welcomed. Notification of any inaccuracy or ambiguity found in an Australian Standard should be made without delay in order that the matter may be investigated and appropriate action taken.*

Australian Standard<sup>®</sup>

---

**Data storage and transfer media—  
Storage, transportation and  
maintenance of magnetic media for  
use in data processing and  
information storage**

**Part 3: Flexible disk cartridges  
(diskettes)**

---

First published as AS 3636.3—1989.

## PREFACE

This Standard was prepared by the Standards Australia Committee on Information Systems Equipment. It is identical with and has been reproduced from British Standards Institution's Standard BS 4783: Part 3:1988, *Storage, transportation and maintenance of magnetic media for use in data processing and information storage, Part 3: Flexible disk cartridges*.

For the purpose of this Australian Standard, the text of the BSI Standard should be modified as follows:

*Terminology:* Replace 'BS 4783' with 'AS 3636' wherever it appears.

---

 CONTENTS

	<i>Page</i>
1 SCOPE .....	3
2 DEFINITIONS .....	3
3 FLEXIBLE DISK LIBRARY .....	3
4 INCOMING FLEXIBLE DISKS (CONTROL PROCEDURES) .....	4
5 STORAGE .....	4
6 HANDLING .....	4
7 CLEANING AND MAINTENANCE .....	5
8 IDENTIFICATION AND CORRECTION OF FAULTS .....	5
9 TRANSPORTATION .....	5
APPENDIX A. GOODS INWARDS AND INSPECTION PROCEDURES	15
FIGURE 1. ILLUSTRATIONS OF DEFECTIVE FLEXIBLE DISKS .....	6

© Copyright — STANDARDS AUSTRALIA

Users of Standards are reminded that copyright subsists in all Standards Australia publications and software. Except where the Copyright Act allows and except where provided for below no publications or software produced by Standards Australia may be reproduced, stored in a retrieval system in any form or transmitted by any means without prior permission in writing from Standards Australia. Permission may be conditional on an appropriate royalty payment. Requests for permission and information on commercial software royalties should be directed to the head office of Standards Australia.

Standards Australia will permit up to 10 percent of the technical content pages of a Standard to be copied for use exclusively in-house by purchasers of the Standard without payment of a royalty or advice to Standards Australia.

Standards Australia will also permit the inclusion of its copyright material in computer software programs for no royalty payment provided such programs are used exclusively in-house by the creators of the programs.

Care should be taken to ensure that material used is from the current edition of the Standard and that it is updated whenever the Standard is amended or revised. The number and date of the Standard should therefore be clearly identified.

The use of material in print form or in computer software programs to be used commercially, with or without payment, or in commercial contracts is subject to the payment of a royalty. This policy may be varied by Standards Australia at any time.

# Data storage and transfer media—Storage, transportation and maintenance of magnetic media for use in data processing and information storage. Part 3: Flexible disk cartridges (diskettes)

## 1 Scope

BS 4783: Part 3 provides recommendations on the care and maintenance of flexible disk cartridges.

It includes recommendations for storage, handling, transportation, inspection, maintenance and fault identification.

## 2 Definitions

For the purposes of this Part of BS 4783, the following definitions apply.

- 2.1 contamination.** Foreign deposits that may lead to degradation of performance.
- 2.2 envelope.** An enclosure for storing a single flexible disk cartridge.
- 2.3 extreme environment.** Environmental conditions outside the limits quoted in this standard.
- 2.4 flexible disk.** A flexible disk cartridge.
- 2.5 flexible disk cartridge.** A flexible disk, enclosed in its protective jacket, that accepts and retains on the specified side or sides magnetic signals intended for input/output and storage purposes of information on data processing and associated systems.
- 2.6 flexible disk drive.** A mechanism that rotates the recording disk for the purpose of recording and reading data.
- 2.7 index.** The point on a track that determines the beginning and end of the track.
- 2.8 index sensing hole.** A hole through the flexible disk intended for optical sensing.
- 2.9 jacket.** A protective container for the recording disk and its liner.
- 2.10 library case (storage box).** A container for storing a number of flexible disks.
- 2.11 library.** A storage area for media and associated equipment.
- 2.12 liner.** Suitable material positioned between the jacket and the recording disk to provide cleaning action and protection from abrasion.
- 2.13 recording surface.** The magnetic recording medium coated on to a disk base film.
- 2.14 user label.** A label provided with the flexible disk for application by the user to an approved area to identify the contents of the flexible disk.
- 2.15 write protect/enable label.** A label made of material of sufficient stiffness and/or opacity provided with the flexible disk for covering the write protect/enable notch.
- 2.16 write protect/enable notch.** A notch in the jacket of the flexible disk which, when covered by a write protect/enable label, inhibits or enables data to be recorded on to the flexible disk.

## 3 Flexible disk library

### 3.1 General

Flexible disks should be stored and their use monitored by means of a central facility typically referred to as a flexible disk library.

### 3.2 Personnel

Personnel should be trained in their responsibility for the condition, care and handling of flexible disks in order to improve and maintain the proper functioning of any library.

### 3.3 Equipment

Maintenance of equipment should be conducted by qualified personnel and should conform to the recommendations of the manufacturer. Cleaning of the flexible disk drive should take place only as recommended by the drive manufacturer.

### 3.4 Location

The library should be sited away from electrical equipment and dust-producing peripherals such as line printers, paper tape or punched card machines.

The library should be adjacent to the operational area with the same or very similar environmental conditions. Monitoring devices for temperature and humidity should be installed.

Stationery and cardboard containers should not be stored within the area.

Chemicals and other materials stored in the library should be restricted to those required for on-going maintenance.

### 3.5 Security, safety and cleaning

Access to the library and computer areas should be controlled and restricted to essential personnel, both to keep down the amount of dust and dirt and to maintain security.

Items that are hazardous should be identified with a suitable warning label and should be kept in a locked cabinet when not in use.

The library should be kept clean and there should be no eating, drinking or smoking in this area because of the risk of disk contamination.

All personnel should wear clothing that is antistatic and does not shed fibres. Some personal cosmetics including hand creams, nail varnish and face powders, may lead to contamination and their use should be avoided.

The materials, equipment and methods used by cleaners in computer rooms and magnetic media libraries should be approved by the equipment suppliers or manufacturers.

Library and operational areas should not be allowed to become contaminated and preventative cleaning, using a disciplined schedule, should be implemented. A smart, clean working environment is often an outward sign of an effective unit and may positively assist employee morale.