

Australian/New Zealand Standard™

**Records management—Physical  
storage**



## **AS/NZS 1015:2011**

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-021, Records and Document Management Systems. It was approved on behalf of the Council of Standards Australia on 25 August 2011 and on behalf of the Council of Standards New Zealand on 23 September 2011. This Standard was published on 7 October 2011.

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## Records management—Physical storage

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## PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems.

This Standard is a voluntary code of practice. See Appendix A for the voluntary set of minimum compliance elements for the storage of non-current physical records.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

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## STANDARDS AUSTRALIA/STANDARDS NEW ZEALAND

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**Records management—Physical storage**

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## SECTION 1 INTRODUCTION

**1.1 SCOPE**

This Standard establishes voluntary guidelines for the storage of non-current physical records.

Storage refers to the records management function of storing physical records, which are no longer in active use, for future retrieval and preservation. Within this context, this Standard addresses issues relating to systems, processes, facilities, equipment and devices used for storing records that are no longer in current use. This Standard covers all types of storage media, e.g. paper, audio visual material, micro-forms and machine readable formats, but excludes electronic records on networks, hard-drives or in data centres.

**1.2 OBJECTIVE**

The objective of this Standard is to provide a means of assessing records storage facilities or developing records storage facilities with the aim of ensuring the following:

- (a) Records are stored under best practice conditions of preservation and security so that they remain useable during their existence.
- (b) The evidence and information contained in the records can be retrieved efficiently and effectively.
- (c) The records are stored cost effectively.

**1.3 REFERENCED DOCUMENTS**

The following documents are referred to in this Standard:

AS  
2118 Automatic fire sprinkler systems  
2118.1 Part 1: General systems

AS ISO  
15489 Records management  
15489.1 Part 1: General  
15489.2 Part 2: Guidelines

NOTE: Other relevant reference documents are listed in Appendix D.

**1.4 DEFINITIONS**

For the purpose of this Standard, the following definitions and those in AS ISO 15489.1 apply.

**1.4.1 Non-current records**

Those records no longer required for the normal conduct of business and which are retained for legal, archival or other purposes and may therefore be transferred to a storage facility.

**1.4.2 Retention period**

The length of time an organization keeps a record to satisfy identified needs and uses.