

AS/NZS 1015:2011

AS/NZS 1015:2011

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.

---

The following are represented on Committee IT-021:

AMS Imaging  
Archives New Zealand  
Australian Society of Archivists  
Independent Chair  
Independent Consultant  
Inland Revenue  
Institute for Information Management  
Institute of Internal Auditors—Australia  
Monash University  
National Archives of Australia  
NSW Department of Services, Technology and Administration  
Public Record Office Victoria  
Porirua City Council  
Queensland State Archives  
Records and Information Management Professionals Australasia  
State Records Authority of New South Wales  
State Records Office of Western Australia  
University of Sydney

Additional Interests:

Enterprise Knowledge  
File  
Microsystems  
Recordkeeping Systems  
Roads and Traffic Authority of NSW

---

### **Keeping Standards up-to-date**

Standards are living documents which reflect progress in science, technology and systems. To maintain their currency, all Standards are periodically reviewed, and new editions are published. Between editions, amendments may be issued. Standards may also be withdrawn. It is important that readers assure themselves they are using a current Standard, which should include any amendments which may have been published since the Standard was purchased.

Detailed information about joint Australian/New Zealand Standards can be found by visiting the Standards Web Shop at [www.saiglobal.com.au](http://www.saiglobal.com.au) or Standards New Zealand web site at [www.standards.co.nz](http://www.standards.co.nz) and looking up the relevant Standard in the on-line catalogue.

For more frequent listings or notification of revisions, amendments and withdrawals, Standards Australia and Standards New Zealand offer a number of update options. For information about these services, users should contact their respective national Standards organization.

We also welcome suggestions for improvement in our Standards, and especially encourage readers to notify us immediately of any apparent inaccuracies or ambiguities. Please address your comments to the Chief Executive of either Standards Australia or Standards New Zealand at the address shown on the back cover.

---

*This Standard was issued in draft form for comment as DR AS/NZS 1015.*

---

AS/NZS 1015:2011

Australian/New Zealand Standard™

## **Records management—Physical storage**

First published as AS/NZS 1015:2011.

### **COPYRIGHT**

© Standards Australia Limited/Standards New Zealand

All rights are reserved. No part of this work may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying, without the written permission of the publisher, unless otherwise permitted under the Copyright Act 1968 (Australia) or the Copyright Act 1994 (New Zealand).

Jointly published by SAI Global Limited under licence from Standards Australia Limited, GPO Box 476, Sydney, NSW 2001 and by Standards New Zealand, Private Bag 2439, Wellington 6140.

ISBN 978 0 7337 9937 2

## 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.

## CONTENTS

	<i>Page</i>
SECTION 1 INTRODUCTION	
1.1 SCOPE.....	4
1.2 OBJECTIVE .....	4
1.3 REFERENCED DOCUMENTS.....	4
1.4 DEFINITIONS.....	4
SECTION 2 RECORDS STORAGE FRAMEWORK	
2.1 RECORDS STORAGE CONCEPTS .....	6
2.2 CHARACTERISTICS OF RECORDS.....	7
2.3 CHARACTERISTICS OF A STORAGE FACILITY .....	8
SECTION 3 PRESERVATION AND SERVICES	
3.1 PRESERVATION AND PROTECTIVE STORAGE.....	11
3.2 RECORDS STORAGE SERVICES AND PROCESSES .....	11
3.3 RECORDS DESTRUCTION SERVICE.....	12
SECTION 4 CHOOSING A STORAGE OPTION	
4.1 GENERAL.....	13
4.2 CHOICE OF A STORAGE OPTION .....	13
4.3 SERVICE CONTRACT.....	13
4.4 SERVICES PROVIDED.....	14
APPENDICES	
A STORAGE ASSESSMENT CHECKLIST.....	15
B CONTENTS OF A MODEL DISASTER RESPONSE PLAN FOR RECORDS.....	17
C COMMON COMPONENTS OF RECORDS STORAGE SERVICES CONTRACTS.....	19
D BIBLIOGRAPHY .....	21

This is a free preview. Purchase the entire publication at the link below:

[Product Page](#)

- 
- Looking for additional Standards? Visit Intertek Inform Infostore
  - Learn about LexConnect, All Jurisdictions, Standards referenced in Australian legislation
-