

REQUIREMENTS FOR STORAGE AND PRESERVATION OF MEDIA

(Note, the following is for reference only. Codes and requirements change often, the information contained here may not be current.)

MEDIA TYPE	SOURCE	ARCHIVAL / LONG TERM		MEDIUM TERM (10 years or less)		COMMENTS
		Relative Humidity %	Temp Max (°F)	Relative Humidity %	Temp (°F)	
Microfilm--Silver-Gelatin (Cellulose, ester, Acetate) generally originals	ISO 18911:2000 (formerly ANSI IT9.6)	20	50-35	45-20	60-77	For archival/long term atmosphere must be free from airborne gases, dirt particles, and other contaminants.
Microfilm--Silver-Gelatin (polyester) generally originals	ISO 18911:2000 (formerly ANSI IT9.6)	20-30	< 70	20-50	77	For archival/long term atmosphere must be free from airborne gases, dirt particles, and other contaminants.
Microfilm--Thermally Processed Silver (polyester) generally originals	ISO 18911:2000 (formerly ANSI IT9.6)	20-30	< 70	20-50	77	For archival/long term atmosphere must be free from airborne gases, dirt particles, and other contaminants.
Microfilm--Diaz (polyester) generally working copies	ISO 18911:2000 (formerly ANSI IT9.6)	20-50	< 35	20-50	77	For archival/long term atmosphere must be free from airborne gases, dirt particles, and other contaminants.
Microfilm--Vesicular (polyester)	ISO 18911:2000 (formerly ANSI IT9.6)	15-50	70	20-50	77	For archival/long term atmosphere must be free from airborne gases, dirt particles, and other contaminants.
Movie Film--nitrate	ISO10356:1996	20-30	<36			
Movie Film--Acetate	ISO 18911:2000	30-50	32-40			
Movie Film--Polyester	ISO 18911:2000	30-50	32-40	20-50	40	
Magnetic media (includes reel-to-reel audio, videos (VHS/Beta), Cassettes (audio & video))	ISO 18923 Report by National Media Lab & Commission on Preservation and Access	at 20% at 30% at 50%	40 63 52	50	52	Presence of dust and corrosive elements in air affect physical components that make magnetic media. As humidity goes up, temperature must come down. Less than 40 degrees is not recommended because of potential lubricant separation.
Hard Copy	NISO TR01-1995	35-50	30-65	30-50	<70	Significant and repeated changes in temperature and relative humidity (cycling) can also lead to weakening of the paper.
X-rays (nitrate-base)	National Archives	20-30	35	<50	<70	
X-rays (actate-base)	National Archives	20-50	35-45	20-50	<70	
X-rays (polyester base)	National Archives	20-50	70	20-50	70	Virtually all xray film used in last 30 years is polyester based.
CD, DVD	ISO 18925 (2002)	30-50	40-54			Air pollutants can cause corrosion of metallic reflective surface. CD-R must not be subjected to prolonged light exposure.