

Imaging materials — Processed photographic films, plates and papers — Filing enclosures and storage containers

ICS 37.040.10

National foreword

This British Standard reproduces verbatim ISO18902:2001 and implements it as the UK national standard. It supersedes BS ISO 10214:1991 which is withdrawn.

The UK participation in its preparation was entrusted to Technical Committee CPW/42, Photography, which has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international/European committee any enquiries on the interpretation, or proposals for change, and keep the UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

A list of organizations represented on this committee can be obtained on request to its secretary.

Cross-references

The British Standards which implement international or European publications referred to in this document may be found in the BSI Standards Catalogue under the section entitled “International Standards Correspondence Index”, or by using the “Find” facility of the BSI Standards Electronic Catalogue.

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Summary of pages

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**Imaging materials — Processed
photographic films, plates and papers —
Filing enclosures and storage containers**

*Matériaux pour image — Films, plaques et papiers après traitement —
Contenants pour classement destinés à l'archivage*



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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

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 International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 18902 was prepared by Technical Committee ISO/TC 42, *Photography*.

This first edition cancels and replaces ISO 10214:1991, of which it constitutes a technical revision.

This International Standard is one of a series of International Standards dealing with the physical properties and stability of imaging materials. To facilitate identification of these International Standards, they are assigned a number within the block from 18900 – 18999 (see annex A).

Annexes A and B of this International Standard are for information only.

Introduction

Photographic materials, including black-and-white and colour reflection prints, films, plates, and diazo prints and transparencies, have become increasingly important as documentary and pictorial reference materials in archives, libraries, government, commerce and academia. This has focused attention on the importance of preservation of such materials to ensure their longest possible life.

The stability and useful life of photographic materials depends on their physical and chemical properties, as well as on the conditions under which they are stored and used. The important elements affecting the useful life of photographic materials are as follows:

- humidity and temperature of the storage environment;
- hazards of fire, water, and light exposure;
- fungal growth;
- contact with certain chemicals in solid, liquid or gaseous form;
- physical damage;
- proper processing;
- enclosures and containers in contact with the photographic material.

International Standards have been written specifying the stability requirements for different types of photographic film: ISO 18901, ISO 18905, ISO 18912 and ISO 18919 (see [10, 11, 13, 15] in the bibliography).

Recommended storage conditions are given in the following standards for different photographic materials: ISO 18911, ISO 18918 and ISO 18920.

This International Standard is an auxiliary document and deals specifically with the enclosure materials used in storage. It pertains to the materials used in filing enclosures, containers and albums, as well as to construction details used in folders, sleeves, jackets, envelopes, pocket pages, and slide mounts. In addition, ISO 14523 describes the test method used to evaluate filing enclosure materials for photo-reactivity, referred to in this International Standard.

The term "archival" is no longer used in International Standards for defining optimum storage conditions and enclosures, because the meaning of "archival" has become too ambiguous. In common usage, "archival" has been used to mean that documents can be preserved "forever". The new terms, when applied to the storage standards mentioned above are "extended-term" and "medium-term". Likewise, enclosure materials should not be referred to as "archival", but rather as meeting the specifications of this International Standard and ISO 14523.

When filing processed films, plates or papers, it is customary and good practice to enclose these photographic materials in envelopes, sleeves, folders, or other forms of enclosure in order to exclude dirt, protect them against mechanical damage, and facilitate identification and handling.

Storage conditions for photographic records can be designed for extended-term preservation or for moderate periods of time. The storage protection required in each case will differ in degree according to the cost of providing storage facilities, the desired record life, and the frequency of record use. Storage conditions shall be chosen within specified limits in order to obtain a satisfactory compromise between the degree of protection required and the practical consideration of immediate availability.