SLOVENSKI STANDARD
SIST ISO 16245:2010

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Informatika in dokumentacija - Škatle, mape in drugi ovitki iz celuloznih materialov za hranjenje papirnatih in pergamentnih dokumentov

Information and documentation - Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents

Information et documentation - Boîtes, chemises et autres contenants en matériaux cellulosiques, pour le stockage des documents sur papier et parchemin

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INTERNATIONAL STANDARD

ISO 16245

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Foreword

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International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. 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 document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 16245 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

Introduction

Boxes and file covers are available in several different materials. Those made of cellulosic materials are the most commonly used enclosures for long term storage of paper and parchment documents. Experience has shown that properties of the enclosure are of great importance to the protection, permanence and durability of the documents. This International Standard specifies a number of basic requirements relevant to the material composition and construction of cellulose based boxes and file covers.

The purpose of boxes and file covers is to hold and contain documents in prescribed order or grouping, to provide a protective container, and to facilitate identification, transport and storage. Preferably, the same file covers and boxes can be used from storage at the place of work to the final archive storage. Moreover, it is possible to transport, handle and lend the volume as a unit.

Boxes, through their design and construction, protect documents from environmental risks such as light, rapid temperature and moisture changes and dust, as well as from damage related to handling. File covers further protect documents by enclosing them with materials specified for their preservation qualities. However, even high quality file covers and boxes can not compensate for poor storage conditions.

This International Standard can be used as a specification. It can also be incorporated as an element into other specifications, used in trade, or in other national or International Standards for more specialized purposes.

Information and documentation — Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents

1 Scope

This International Standard specifies requirements for boxes and file covers, made of cellulosic material, to be used for long term storage of documents on paper or parchment.

This International Standard is applicable to boxes made of solid or corrugated board and to file covers made of paper or board.

This International Standard can also be applicable to other types of enclosure for long term storage such as cases, portfolios, tubes and envelopes made of cellulosic material.

This International Standard is not applicable to storage of photographic materials.

NOTE ISO 18902 contains requirements on storage materials for photographs.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the references document (including any amendments) applies.

ISO 5-3, *Photography and graphic technology — Density measurements — Part 3: Spectral conditions*

ISO 5-4, *Photography and graphic technology — Density measurements — Part 4: Geometric conditions for reflection density*

ISO 535, *Paper and board — Determination of water absorptiveness — Cobb method*

ISO 536, *Paper and board — Determination of grammage*

ISO 4046-3:2002, *Paper, board, pulps and related terms — Vocabulary — Part 3: Paper-making terminology*

ISO 5626:1993, *Paper — Determination of folding endurance*

ISO 9706:1994, *Information and documentation — Paper for documents — Requirements for permanence*

ISO 12048:1994, *Packaging — Complete, filled transport packages — Compression and stacking tests using a compression tester*

3 Terms, definitions and symbols

3.1 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 4046-3 pertaining to paper-making properties and the following apply.

3.1.1
box
storage container intended to protect documents and facilitate their shelving and handling

3.1.2
file cover
folded sheet of paper or board used for housing of and as a separating agent for document(s)

3.2 Symbols

$Cobb_{60}$	The calculated mass of water absorbed in 60 s by 1 m^2 of paper or board under specified conditions
D_R	Reflection density
S_A	Spectral power of the influx spectrum, reflection
s_V	Visual spectral responsivity
V	Spectral luminous efficiency
p_{max}	Maximum pressure

4 Requirements for boxes

4.1 General

Materials used shall not contain or form any substances, or have physical characteristics, which may be harmful to the documents being stored.

4.2 Board

Two types of board for boxes are specified:

— type A;

— type B.

Type A board shall meet the requirements specified in ISO 9706:1994, 5.3 (for alkali reserve), 5.4 (for the Kappa number), 5.5 (for the pH value), and shall be neutral sized or alkaline sized. All layers of board shall meet these requirements. Layers of corrugated board shall be measured individually. Solid board need not be separated. The test values of unseparated solid board, together with the manufacturer's warrant of the use of an alkaline process and the use of rag or bleached chemical pulp for all layers are acceptable.

Type B board shall meet the requirements specified in ISO 9706:1994, 5.3 (for the alkali reserve), 5.5 (for the pH value), and shall be neutral sized or alkaline sized. Type B board has no restriction in Kappa number and no limit in lignin content. All layers of board shall meet these requirements. Layers of corrugated board shall be measured individually. Solid board need not be separated. The test values of unseparated solid board, together with the manufacturer's warrant of the use of an alkaline process for all layers are accepted.

If a board used for boxes consists of two or more layers of different types, where at least one layer does not meet the requirements for type A board, the board shall be classified as type B.

Boxes made of type A board may be used without file covers. Boxes made of type B board are intended to be used together with file covers as specified in Clause 5.

The box shall be marked on the exterior, either:

a) “Board ISO 16245-A” for boxes made of type A board, or

b) “Board ISO 16245-B” for boxes made of type B board.

4.3 Cloth covering

A box may be covered with cloth. The cloth used, including pre-printed, shall be coated or impregnated with a non-migratory resinous substance, e.g. acrylic resin. The cloth shall be highly resistant to folding, tearing and rubbing. They shall be light resistant and suitable for direct lettering. The surface shall be non-friable with the surface fibres fully coated.

4.4 Lining

A box may be lined with paper. The paper used shall meet the requirements in 5.2, except for the grammage.

4.5 Colour

The board and lining should preferably not contain optical brightening agents, dyes or pigments.

However, if such board or lining is used, there shall be no bleeding of optical brightening agents, dyes or pigments when tested in accordance with the method specified in 5.8.

The covering may be coloured but shall then meet the requirements of 5.8.

4.6 Surface

The $Cobb_{60}$ value shall be determined in accordance with ISO 535. The $Cobb_{60}$ value for the exterior of uncovered boxes shall not be higher than 25.

The surface shall be capable of being marked.

4.7 Adhesives

Adhesives used for production of board or boxes shall not contain external plasticizers. The manufacturer shall specify the type of adhesive used and shall confirm the absence of plasticizer.

NOTE Experience has shown that starch or co-polymer of ethene and vinyl acetate (EVA) without external plasticizers is acceptable. An alkaline buffering agent, e.g. calcium carbonate, can be added to an EVA adhesive to neutralize adverse effects of possible acetic acid emission following application.

4.8 Manufacturer's joints and fasteners

Use of manufacturer's joints for box assembly such as rivets, wire stitches or staples should be avoided. However, if metal manufacturer's joints are required, they shall be of a non-corrosive material, e.g. stainless steel.

If fasteners are used, they shall be of a non-corrosive material, e.g. stainless steel.