



SLOVENSKI STANDARD SIST ISO 16245:2024

01-oktober-2024

Nadomešča:
SIST ISO 16245:2010

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

Ta slovenski standard je istoveten z: ISO 16245:2023

<https://standards.iteh.ai/catalog/standards/sist/93f8d49b-5b72-4522-813e-4056dc358673/sist-iso-16245-2024>

ICS:

01.140.20 Informacijske vede Information sciences

SIST ISO 16245:2024

en,fr

INTERNATIONAL STANDARD

ISO 16245

Second edition
2023-04

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

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

(<https://standards.iteh.ai>)
Document Preview

[SIST ISO 16245:2024](https://standards.iteh.ai/catalog/standards/sist/93f8d49b-5b72-4522-813e-4056dc358673/sist-iso-16245-2024)

<https://standards.iteh.ai/catalog/standards/sist/93f8d49b-5b72-4522-813e-4056dc358673/sist-iso-16245-2024>



Reference number
ISO 16245:2023(E)

© ISO 2023

ISO 16245:2023(E)

iTeh Standards
(<https://standards.iteh.ai>)
Document Preview

[SIST ISO 16245:2024](https://standards.iteh.ai/catalog/standards/sist/93f8d49b-5b72-4522-813e-4056dc358673/sist-iso-16245-2024)

<https://standards.iteh.ai/catalog/standards/sist/93f8d49b-5b72-4522-813e-4056dc358673/sist-iso-16245-2024>



COPYRIGHT PROTECTED DOCUMENT

© ISO 2023

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland

Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	2
4 Symbols	3
5 Requirements for boxes	4
5.1 General.....	4
5.2 Boards.....	4
5.2.1 General.....	4
5.2.2 Criteria of acceptance.....	4
5.2.3 Categories.....	4
5.3 Cloth covering.....	5
5.4 Lining.....	5
5.5 Adhesives.....	5
5.6 Manufacturer's joints and fasteners.....	5
5.7 Bleeding of colour or additives.....	5
5.8 Surface.....	6
5.9 Design.....	6
5.10 Strength.....	6
5.11 Dimensions.....	6
6 Requirements for file covers and folders	6
6.1 General.....	6
6.2 Paper and board.....	6
6.3 Adhesives.....	6
6.4 Fasteners.....	7
6.5 Bleeding of colour and additives.....	7
6.6 Strength.....	7
6.7 Dimensions.....	7
7 Test report	7
Annex A (normative) Special instruction for determining the Kappa number	9
Annex B (normative) Bleeding test	10
Annex C (normative) Strength test	11

ISO 16245:2023(E)

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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

ISO draws attention to the possibility that the implementation of this document may involve the use of (a) patent(s). ISO takes no position concerning the evidence, validity or applicability of any claimed patent rights in respect thereof. As of the date of publication of this document, ISO had not received notice of (a) patent(s) which may be required to implement this document. However, implementers are cautioned that this may not represent the latest information, which may be obtained from the patent database available at www.iso.org/patents. ISO shall not be held responsible for identifying any or all such patent rights.

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 10, *Requirements for document storage and conditions for preservation*.

This second edition cancels and replaces the first edition (ISO 16245:2009), which has been technically revised.

The main changes are as follows:

- ISO 23404 has been added as a normative reference, and an acceptance limit based on tests carried out in accordance with ISO 23404 has been determined;
- the bleeding test procedure has been improved;
- the different types of boards used for making boxes, file covers and other enclosures have been defined.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.