

## Physical Storage Technical Standard – Overview

Physical Storage Technical Standard	
Three Guidelines have merged into one Standard	<p>We've merged three storage Guidelines into our new <i>Physical Storage Technical Standard</i>.</p> <p>The Standard replaces:</p> <ul style="list-style-type: none"> <li>• <i>Guideline 1: Records Management Principles Overview</i></li> <li>• <i>Guideline 11: Physical Storage of State Records</i></li> <li>• <i>Guideline 13: Certification for Secondary Storage Providers</i></li> <li>• <i>Guideline 23: Certification of Places of Deposit of State Archives</i></li> </ul> <p>Note: there is not a direct 1:1 relationship between Standards and Guidelines - sometimes requirements from one Guideline may appear in more than one Standard. Also, some requirements are no longer valid, for example, because of technological change.</p>
Extension of certification and renewal time	Certification and renewal has been extended from two years to three years.
Contracts	Contracts are no longer assessed as part of our certification process. Instead, we have listed in the Standard clauses that we believe should be included in contracts. It is the responsibility of government organisations to ensure that contracts are satisfactory, meet legislative and regulatory requirements, and to negotiate if required.
Known hazards	Site and facility hazards were not in <i>Guideline 13</i> . We have included them in the new Standard.
New Building Act and Work Health and Safety requirements	Essential building service maintenance and high risk work licensing have been added in line with the <i>Building Act 2016</i> , <i>Building Regulations 2016</i> and the <i>Work Health and Safety Regulations 2012</i> .
Police Checks and Working with Vulnerable People	National Police Record Checks and Working with Vulnerable People Registration have been added.
Temperature and Humidity	Temperature and humidity requirements have been removed.

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Minor changes	Minor changes include terminology, updated references to Australian Standards, and changing evidence of incidents - from two years to six months for example. Some things we previously checked at site inspections have been added to the pre-inspection checklist.
Process	We've streamlined the process and required all evidence to be submitted, with a completed pre-inspection checklist, before we schedule a site inspection.

### MORE INFORMATION

- OSA (Office of the State Archivist) (2020) [Physical Storage Technical Standard](#), OSA, Tasmanian Government, accessed 7 December 2020. [The link targets a landing page, not a PDF.]

### CONTACT US

Office of the State Archivist | [www.informationstrategy.tas.gov.au](http://www.informationstrategy.tas.gov.au) | [osa@education.tas.gov.au](mailto:osa@education.tas.gov.au) | 03 6165 5581



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### Document Development History

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Version	Date	Comments
1	7/12/2020	Initial release

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