

## Guide to Archival Storage Materials

Record Type	Size/format	Archival Quality Inner Packaging	Archival Quality Outer Container
<b>Paper Records:</b>	A4/foolscap documents & pamphlets	Store in buffered foolscap manilla folders, document wallets, four-flap folders or paper envelopes. Alternatively store in inert plastic sleeves such as polypropylene or polyester (DuPont Melinex®)	Upright storage in Type 1 Archive box, or A4/foolscap polypropylene Document Album. Flat storage in A4 and Foolscap archival boxes
	A3 documents	Store in buffered A3 manilla folders, document wallets or paper envelopes. Alternatively store in inert A3 plastic sleeves such as polypropylene or polyester (DuPont Melinex®)	A3 archival boxes or A3 Polypropylene Document Album.
	Newspapers/A2 documents	Interleave/wrap with buffered Apollo™ tissue or Perpetuum Wove archival paper, or store in inert plastic sleeves such as polypropylene, polyethylene or polyester (DuPont Melinex®)	A2 /tabloid newspaper boxes or A2 polypropylene Document Album.
	Maps, plans, posters – rolled	Interleave with buffered Apollo™ tissue or Perpetuum Wove archival paper	Type 8 or Type 17 Archive box for rolled maps and plans
	Maps, plans, posters, works on paper – flat	Interleave with buffered Apollo™ tissue or Perpetuum Wove paper, or store in inert plastic sleeves such as polyethylene or polyester (DuPont Melinex®). Oversized archival map folders also available.	Plan cabinet storage or drop-front archival boxes ranging from 16x20" to BO size. Custom-sized boxes also available.
	Index cards	Can be interleaved with buffered Apollo™ tissue or Perpetuum Wove paper, or housed in polypropylene/ polyester (DuPont Melinex®) sleeves.	Range of Index card boxes available including Type 3 and Type 5 Archive boxes. Custom-sized boxes also available.
<b>Photographic materials: (binder storage)</b>	4x5", 4x6", 5x7", 6x8", 8x12"/A4, A3 and A2 prints; 35mm and 120mm negatives; 35mm slides; CD/DVDs (without jewel cases)	Store in hole-punched polypropylene sleeves in a range of sizes for negatives, slides, CDs, prints & ephemera up to A2. Small and non-standard prints (& ephemera) can be mounted on archival card supports with archival photo-corners. Photographic storage materials must pass the Photographic Activity Test (PAT).	Polypropylene Photo Storage Album (comprising binder & slipcase) in A4, Foolscap, A3 and A2. Photographic storage materials must pass the Photographic Activity Test (PAT).
<b>Photographic materials: (box storage)</b>	4x5" prints up to 36x48"prints; CD/DVDs with or without jewel cases; glass negatives; microfiche	Store in archival paper envelopes or non-holepunched clear polypropylene/ polyester (DuPont Melinex®) sleeves. Custom sized sleeves are available. Seamless paper envelopes available for glass negatives. Photographic storage materials must pass the PAT.	Standard archival boxes available, ranging from upright storage for glass negatives and CDs, to flat storage of 24x34" prints. Custom-sized boxes also available. Photographic storage materials must pass the PAT.

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## Guide to Archival Storage Materials – Continued

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<b>Textiles (including hats):</b>	Protein-based textiles (eg silk and wool) and non protein-based textiles (eg cotton, linen)	For silk & wool, wrap and pad-out folds with unbuffered lightweight wrapping tissue. For cotton & linen, use buffered or unbuffered wrapping tissue. Label with archival card or tyvek artefact id tags, or use permanent ink pigma pen on 100% cotton textile labelling tape.	Standard range of archival textile and hat boxes. Trays available for multi-level storage. Custom-sized boxes also available.
<b>Objects:</b>	eg trophies, badges, sporting equipment, books	Can be wrapped in buffered or unbuffered lightweight wrapping tissue (which pass the Tappi silver tarnish test). Label with card or tyvek artefact id tags, paraloid labelling kit or archival bookmarks (rare book id strips).	Type 1, 4, 10, 18 & 19 Archive boxes. Trays available for Type 1, 4 & 18 boxes for multi-level storage. Store small items in Object Boxes with trays and compartments. Custom-sized boxes for rare books and oversized/odd shaped items available.
<b>Audio-visual material:</b>	Video cassettes	Can be stored in polypropylene video cassette cases	Type 5 Archive box
	Audio cassettes	Can be stored in polypropylene audio cassette cases	Type 3 Archive box