



## Public Records Storage Policy

### 1. Purpose

This policy establishes the standards and procedures for storing public records by EvaStore Document Management. It ensures compliance with [BS EN 16893:2018](#) for preservation environments and with statutory obligations under the [UK Public Records Act 1958](#).

### 2. Scope

This policy applies to all physical and digital public records stored, managed, or processed by EvaStore on behalf of UK government departments, public authorities, or institutions subject to the [Public Records Act 1958](#).

### 3. Legal and Regulatory Framework

[BS EN 16893:2018](#) – Sets technical standards for buildings and rooms used to store cultural heritage documents.

[Public Records Act 1958](#) – Establishes the obligations for the custody, retention, and disposal of UK public records.

### 4. Policy Statements

#### 4.1 Compliance with [BS EN 16893:2018](#)

EvaStore shall ensure that all facilities used for public records storage conform to the following specifications:

##### [Location & Risk Assessment:](#)

Buildings must be located in areas with minimal exposure to environmental risks (e.g. flooding, subsidence, industrial activity).

Sites must undergo a comprehensive risk assessment and be reviewed annually.

##### [Structural Integrity:](#)

Structures must be robust, sealed against moisture ingress, and compliant with fire and security standards.

Floors must support the weight of records without risk of deformation.

### Environmental Controls:

Temperature maintained between 16°C–20°C.

Relative humidity controlled between 35%–50%.

No exposure to direct sunlight or harmful artificial lighting.

Air quality managed to reduce dust, pollutants, and pests.

### Security and Access:

Access restricted to authorised personnel with unique credentials and audit trail logging.

Physical security includes intruder alarms, CCTV, and secure perimeters.

### Fire Protection:

Fire-resistant materials and construction used in archive areas.

Fire detection and suppression systems installed and maintained.

## 4.2 Compliance with the [Public Records Act 1958](#)

EvaStore recognises public records as state property and shall store them in accordance with the directions of [The National Archives \(TNA\)](#).

No public records shall be destroyed or disposed of without prior written authorisation from TNA.

Records will be retained in accordance with applicable Retention Schedules and Transfer Guidelines as defined by the Act.

Records older than 20 years may be subject to transfer to The National Archives or designated places of deposit, as required.

## 4.3 Digital Records Storage

Secure cloud and on-premises infrastructure must maintain:

Data encryption.

Regular integrity checks.

Access controls, versioning, and audit logs.

Digital records of enduring value will be preserved in formats recommended by The National Archives for long-term accessibility.

## 4.4 Retention, Transfer, and Disposal

EvaStore shall not destroy or alter public records without explicit, documented approval from the owning authority and TNA.

Where applicable, records shall be prepared for transfer to TNA, including proper labelling, indexing, and packaging.

Disposal activities shall be carried out by trained staff under controlled and auditable conditions.

#### 4.5 Monitoring, Audit, and Review

Environmental conditions monitored using calibrated sensors with data logging and alerts.

This policy shall be reviewed annually or following updates to legislation or standards.

#### 5. Roles and Responsibilities

Role	Responsibility
Compliance Officer	<ol style="list-style-type: none"><li>1. Ensure adherence to <b>BS EN 16893:2018</b> and <b>Public Records Act 1958</b></li><li>2. Oversee digital records protection and backup</li></ol>
Facilities Manager	<ol style="list-style-type: none"><li>1. Maintain building compliance and environmental conditions</li></ol>
General Manager	<ol style="list-style-type: none"><li>1. Liaise with public bodies and The National Archives</li></ol>

#### 6. Related Documents

**BS EN 16893:2018** – Specifications for Heritage Storage Environments

**Public Records Act 1958 (UK)**

**EvaStore Disaster Recovery Policy**

Signed:



Position: Managing Director

Date: