

RECORD MEDIA STORAGE

Record Media From	Media Expected Life	Comments and Standards
Paper and card stock (hardcopy)	Archival permanency	For each document, paper stock should be selected with a life expectancy equal to or greater than the retention period specified for that document.
Tape: magnetic (including video tape)	3 years	Assumes storage in a controlled environment with a temperature and humidity range of 60E- 80E F. and 40-60%, respectively.
Punched	Archival permanency	For each record, tape media (paper, mylar, metallic base) should be selected with a life expectancy equal to or greater than the retention period specified for that record.
Microforms: Microfilm, including computer Output Microfilm (COM), microfiche jackets, and aperture cards.	Dependent on use of media	Assumes processing to standards and storage in a controlled environment with a temperature and humidity range of 60-80 degrees F. and 40-50% respectively. (Ref. American National Standards Institute (ANSI), standards PH 5.4-1970, PH 1.43-1981, or most current standards accepted by the National Archives for use by federal agencies. See 41 CFR 101-11.5)
Updatable type	Dependent on Use of Media	For temporary records not requiring archival permanency so long as the microform or film selected has a life expectancy equal to, or greater than, the retention period for that record. Same storage conditions as microfilm.
Metallic recording data strips	Archival permanency	Same storage as for microfilm.