

Table 1. Records Storage Areas

Records medium	Dry Bulb MAXIMUM Temperature	Relative Humidity Set Point
<p>Paper Textual records including: files, cards, bound volumes, computer printout and other papers.</p> <p>Cartographic records including: maps, charts, architectural drawings, posters</p>	*65° F (18.33° C)	35 – 45% +/- 5%
<p>Photographic media (black and white) Black and white non-acetate/non-nitrate motion and still picture negatives/film, photographic paper prints, x-rays, and microfilms</p>	*65° F (18.33° C)	35% +/- 5%
<p>Photographic media (black and white) Black and white acetate motion and still picture negatives/film, x-rays, and microfilms; diazo and vesicular microfilm (not including reference copies)</p>	35°F (1.67° C)	35% +/- 5%
<p>Photographic media (color) Color still and motion picture negatives/film, slides, and prints</p> <p>Modern digitally produced prints (ink jet, dye sublimation, electro-photographic, and thermal)</p>	*50° F (10° C)	35% +/- 5%
Transition/barrier room at "cold" storage stack	50° F (10° C)	35 – 45% +/- 5%

Note to Table 1: Specific microclimates (cases, sealed frames, special housings) may be required for some materials on exhibit and in storage. Materials may include: parchment, photos, fragile bound volumes, metals, or textiles. Items loaned from other institutions may require tighter RH control as per loan agreements.

*Cooler temperature set points and within the specified range drier relative humidity set points should be used for these media whenever possible in order to improve the preservation of the records. Magnetic/electronic media should not be stored at a temperature lower than 46° F (7.78° C).

Table 2. Other Areas/Rooms

Space Used For:	Maximum Dry Bulb Temperature Set Point*	Relative Humidity Set Point*
Processing areas/rooms	70° F +/- 5° (21.11° C)	35-45% +/- 5%
Exhibit areas/rooms (see Appendix A, Note 1)	70° F +/- 5° (21.11° C)	35-50% +/- 5%
Research rooms	70° F +/- 5° (21.11° C)	35-45% +/- 5%

*Cooler temperature set points and, within the specified range, drier relative humidity set points should be used for these media whenever possible in order to improve the preservation of the records. Magnetic/electronic media should not be stored at a temperature lower than 46° F.

