

## Document Staging Facility. FAC: 6100

CATCODE: 610311

OPR: AF/A4LE

OCR: N/A

1.1. **Description.** This facility is used to store, maintain, and service non-current official Air Force records with a retention period of eight years or less. It is also used to consolidate shipment of records with longer retention periods that are destined for a Federal Records Center.

1.2. **Requirements Determination.** The facility is established under AFI 33-364, *Records Disposition—Procedures and Responsibilities*, and is a requirement of each installation, including its off-base activities, that have an annual accumulation of 2.83 m<sup>3</sup> (100 ft.<sup>3</sup>) or more of official Air Force records with a retention period of two years or more.

1.3. **Scope Determination.** Under 36 Code of Federal Regulations (CFR), Chapter XII, the size of the facility may not exceed 465 m<sup>2</sup> (5,000 ft.<sup>2</sup>) of storage space and contains less than 708 m<sup>3</sup> (25,000 ft.<sup>3</sup>) of records. (Larger facilities constitute "Agency Records Centers" and require approval from the Archivist of the United States through SAF/CIO A6P.) Warehouse storage space is preferred, but ensure it provides adequate heat, light, and ventilation for the comfort of servicing personnel. Staging areas used to store classified, For Official Use Only, Privacy Act information, or other types of protected information, require special safeguards.

1.4. **Dimensions.** The required size of the facility is determined on an individual basis based on storing between 0.057 m<sup>3</sup> and 0.085 m<sup>3</sup> (2 ft.<sup>3</sup> and 3 ft.<sup>3</sup>) of files per square meter (square foot) of floor area. Facilities smaller than 93 m<sup>2</sup> (1,000 ft.<sup>2</sup>) that are located within a base headquarters building can be reported under the building's category code.

### 1.5. Design Considerations.

1.5.1. The facility should normally be a single-story building, at or above grade level, of Type I-A to Type II-B construction as defined in UFC 3-600-01 and the International Building Code (IBC).

1.5.2. Ensure a structural engineer establishes a floor load limit. Post the load limit in a conspicuous place and do not exceed this limit.

1.5.3. The records staging area should be equipped with an anti-intrusion alarm system, or equivalent, to protect against unlawful entry.

1.5.4. Enclose records areas in four-hour fire resistant construction not exceeding 3,700 m<sup>2</sup> (40,000 ft<sup>2</sup>) per fire area.

1.5.5. Provide a complete facility automatic wet pipe sprinkler system.

1.5.6. Storing hazardous cellulose nitrate film requires special facilities not covered by the above standards (see NFPA 40, *Standard for the Storage and Handling of Cellulose Nitrate Film*, and NFPA 232, *Standard for the Protection of Records*).

1.5.7. Archival materials require a significantly higher level of protection than temporary records, such as environmentally controlled and filtered storage space. Ensure fire safety criteria is the same as that for records centers, except that fire detection equipment is incorporated into the archival storage areas in accordance with NFPA 72, *National Fire Alarm Code*. Fire divisions in the archival storage areas may be reduced in size to reflect a management decision on the maximum amount of archives subject to damage or loss from fire.

1.5.8. For electronic and microfilm records storage, the relative humidity ranges from 20 to 40 percent with an optimum of 30 percent. Avoid rapid and wide-ranging temperature and humidity changes and do not exceed a five percent change in a 24-hour period. Temperature may not exceed 21°C (70°F). Use a storage temperature of 2°C (35°F) or below for color films.

1.5.9. Solid particles, which may abrade microfilms or react with the image, should be removed by mechanical filters from the air supplied to housings or rooms used for archival storage. Mechanical filters of dry media type having an arrestance, or cleaning efficiency, of not less than 85 percent (as determined by the stain test described in American Society of Heating, Refrigerating and Air-Conditioning Engineers [ASHRAE] Standard 52.2) are preferable.

1.5.10. Gaseous impurities such as peroxides, oxidizing agents, sulfur dioxide, hydrogen sulfide, and others are to be removed by suitable washers or absorbers. Do not store archival microfilms in the same room with non-silver gelatin films or in rooms with shared ventilation systems, as gasses emitted by the other films may damage or destroy the images in the silver archival films.