

Requirements for archive premises

Guidelines for public bodies

The Director General of the National Archival Services of Norway

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1. PURPOSE OF THE GUIDELINES

These guidelines are intended as an aid for those who want to know more about what requirements the archive premises of public bodies have to satisfy. They are aimed at managers, archive staff, landlords, architects and others who are interested in this field.

Those who are looking for more comprehensive background information on the requirements should refer to *Arkivhåndboken for offentlig forvaltning* by Ivar Fønnes (published by Kommuneforlaget in 2000).

The National Archives and the regional state archives can be contacted directly if these guidelines do not provide the necessary answers. (An address list can be found in Chapter 14.)

2. LEGISLATION

Section 6 of the Archives Act (Act of 4 December 1992 No. 126) states that all public bodies are obliged to maintain archives, and that these must be ordered and arranged in such a way that the documents are secured as a source of information and documentation in both the short and long term. Among other things, this means that the archives must be housed in appropriate archive premises.

Chapter 4 of the Archives Regulations (Regulations of 11 December 1998 No. 1193) contains detailed provisions on the requirements that archive premises have to satisfy. All public bodies have an obligation to meet these requirements.

The Archives Act and the Archives Regulations came into force on 1 January 1999.

3. WHAT ARE ARCHIVE PREMISES?

Archive premises are defined as premises where archive material is being stored for “prolonged periods”, although this phrase is not specifically defined. However, it is interpreted to mean that premises where archive material is stored permanently do constitute archive premises. Accordingly, offices in which documents are being stored merely as part of normal working procedure are not considered to be archive premises.

The Archives Regulations provide that all public bodies must have an *active archive*, in which case documents and active record series are to be placed. Older material must be removed from the active archive and placed in a *remote storage archive*. All premises which house active archives or remote storage archives are defined as archive premises. If archive material is stored for longer periods of time in rooms which are not archive premises, those rooms are also defined as archive premises, and must satisfy the applicable requirements.

The Archives Regulations set out the general requirements that all archive premises have to satisfy. There are stricter requirements for *special rooms designed for archival purposes*. Such rooms house archive material that is used only infrequently. As infrequently-used archive material can easily suffer damage, stricter requirements are imposed as to the physical location in which it is stored (see Chapter 5).

It is easier to discover defects in and damage to archive material that is stored in a remote storage archive if it is in regular and frequent use. In such cases, therefore, it will be sufficient for the premises in which the remote storage archive is housed to satisfy the general requirements for archive premises.

The Archives Regulations do not specify how often remote storage archive premises must be used to qualify for an exemption from the special room requirement. However, a reasonable interpretation of the regulations is that *the frequency of use of the room in which the remote storage archive is located must not be significantly less than the frequency of use of the room in which active records are stored*.

Archive materials that are no longer in use for administrative purposes (old archives), and in respect of which no disposal decision has been made, must be transferred to the *archival repository* (see section 5-1 of the Archives Regulations). The National Archives and the regional state archives are the archival repositories for state archive material. Municipal archives must be transferred to municipal or inter-municipal archival repositories. Archive materials are normally transferred when they are 25 to 30 years old. There are particularly strict requirements for premises that are to be used as archival repositories (see Chapter 6).

4. REQUIREMENTS FOR ALL ARCHIVE PREMISES

The general requirement is that archive premises must protect the archive materials against:

- water and damp
- fire and damaging heat
- damaging climatic and environmental factors
- vandalism, burglary and unlawful access.

In the following paragraphs, where the words *shall* or *must* are used, this indicates a requirement imposed by the Archives Regulations. The word *should* is used to indicate good advice, i.e. matters which are not direct requirements under the regulations.

4.1 Placement

Archive premises *shall* be placed in the building in such a way that the archive material is well protected. Damage can be caused to archive materials by installations and activities in nearby premises and buildings. This applies to, for example, activities that involve a risk of flooding, fire or explosions.

4.2 Capacity

Future needs with regard to archive premises *shall* be taken into consideration in connection with removals, reorganisation, new buildings, etc. The Archives Regulations do not specify how many years the plans should cover. However, *active archives containing paper records* should have enough space for two archive periods' (i.e. eight to ten years') worth of archive materials. The remote storage archive must be large enough to hold materials until they are transferred to the archival repository. The *remote storage archive* should therefore have space for an additional 30 years' worth of materials.

4.3 Load-bearing capacity

Floors and shelving *shall* have adequate load-bearing capacity for the weight of the archive material. Paper is heavy. Shelving that is to carry A4-size documents should have a load-bearing capacity of at least 60 kg per shelf metre. Shelving for documents in larger formats should have a load-bearing capacity of 120 kg per shelf metre.

The floor under mobile shelving for ordinary paper archives will need to have a load-bearing capacity of around 12 000 N/m². A load-bearing capacity of 6 000 N/m² is sufficient for the floor under normal, fixed shelving.

4.4 The working environment of archive staff

Both active archives and remote storage archives should be organised so as to allow staff to perform their duties easily and efficiently. There *shall* be sufficient floor space for transport and retrieval of archive material. Moreover, the premises should have good lighting and work tables of appropriate heights.

4.5 Inspection and cleaning

All archive premises *shall* be regularly inspected and cleaned. Ideally, they should be inspected at least once a week and cleaned at least once a month. However, both inspection and cleaning must be adapted to the specific features of the archive premises, including to how well secured the archive materials are and how vulnerable the premises are to dust and pollution. If there are water pipes running through the archive premises, inspections should take place more than once a week.

The purpose of the inspections is to discover any damage to the archive material early on. If damage is discovered that is due to conditions in the archive premises, countermeasures *shall* be implemented as quickly as possible.

4.6 Protection against water and damp

The archive premises *shall* be well-secured to prevent penetration by water and damp. Archive premises *shall* not be used if it is known that they may be threatened by flooding.

If archive premises lie below ground level, it should be ensured that water and damp cannot penetrate the outer walls, and that the maintenance of the premises includes draining the ground around the walls and waterproofing them from the outside.

If there is a danger of water leakages from premises located above the archive premises, a waterproof membrane should be installed above the ceiling of the archive premises.

4.7 Use of water in the premises

If water needs to be used in the archive premises, it *must not* damage the archive material. Cleaning must not be carried out in a way that directly exposes the archive documents to water or damp.

4.8 Protection against fire

There *shall* be no electrical equipment in the archive room other than electrical equipment that is necessary in archive premises. Photocopiers, scanners, etc. can in certain circumstances be fire hazards, and should therefore be placed outside the archive premises. Coffee machines, electric kettles, etc. have no place in archive premises.

The electrical system *shall* satisfy the requirements set out in the regulations for such systems in fireproof premises.

Electricity control panels with current meters, fuse boxes, etc. *shall not* be located in the archive premises. This is because fires and explosions can occasionally occur in such devices.

Smoking and other fire-hazardous activities are prohibited in archive premises.

4.9 Protection against the spread of fire from other rooms

This shall be ensured through structural measures. All archive premises *shall* be classified in accordance with the technical regulations issued pursuant to the Planning and Building Act.

Archive premises *shall* be *fire cells* that incorporate building components that ensure that external fires will take a certain amount of time to penetrate.

In a normal archive room, the building components (walls, floor, roof) *must* be able to withstand open fire for *at least 30 minutes* (fire resistance REI 30). The materials used in the building components *shall* be of *limited flammability*. Doors, hatches, etc. into the archive premises must be able to withstand open fire for at least 15 minutes (fire resistance EI 15).

- The letter **R** indicates that building components that carry loads must maintain their load-bearing capacity.
- The letter **E** indicates that the building components must be able to withstand direct flames on one side without the fire penetrating in the form of flames or hot gases.
- The letter **I** indicates that the building components must be able to withstand direct flames on one side without the fire penetrating to the other side by means of heat transfer.
- The number indicates for how many minutes the building component in question must satisfy requirements R, E and I.

All openings in walls for electrical wiring, ventilation, etc. *must* be fireproofed in accordance with the applicable regulations.

The fire safety system of a building will be evident from the fire safety documentation and fire safety diagrams. Fire safety documentation often uses the term *fire cell* only for rooms that the national building regulations require to be fire cells (e.g. stairwells, ventilation rooms, etc.). It is therefore more important that the diagram for an archive room shows that the walls and doors meet the required fire safety standards than that the room is described as a fire cell. In cases of doubt, a building engineer can assess whether the building components satisfy the fire safety requirements of the Archives Regulations.

4.10 Protection against the spread of fire in the archive room

If a fire cell contains several archive rooms, the dividing walls between the archive rooms *must* have a fire resistance of at least EI 30, and be erected in materials of limited flammability.

Paint, floor coverings, etc. used in archive premises *shall* be as little conducive as possible to the spread of fire. Paint and floor coverings should preferably be fire retardant.

Normal archive rooms have to satisfy the same requirement regarding a fire warning system as the remainder of the building.

All archive premises *shall* have fire extinguishers (handheld), preferably containing CO₂ or powder. Fire extinguishers that utilise water should not be used. Extinguishers must be serviced annually, and the servicing must be documented.

If the archive premises have an approved fire suppression system, for example one containing Inergen gas, there is no need for portable fire extinguishers.

4.11 Protection against a damaging storage environment

Archive materials can be damaged by large fluctuations in temperature and humidity. The Archives Regulations therefore state that the climate in archive premises *must* be stable. Moreover, it *must* be possible to heat the archive premises to normal room temperature throughout the year, so that people can work there.

All types of paper are subject to gradual chemical decomposition. This occurs more quickly if the archive premises have high temperatures and/or high relative humidity. If the relative humidity is above 65%, there is a great danger that the paper will be attacked by mould and fungus.

- *Paper* should have a temperature of between 18 and 21 °C and a relative humidity of 45% to 55%.
- *Photographic materials* should be stored in the dark, at temperatures below 21 °C and with less than 55% relative humidity. The ideal conditions for original photographs are 5 to 8 °C and a relative humidity of less than 30%.
- *Magnetic materials* (audio tapes, diskettes, etc.) and *optical discs* (CD/R) must be stored under the same conditions as paper.

If the humidity in the archive room is too high, this must ideally be corrected through structural measures. An emergency solution can be to use an electric dehumidifier to reduce the humidity once it exceeds a certain percentage. However, mobile dehumidifiers can pose a fire hazard. In addition, they are poorly suited for use as a permanent solution. If the humidity in an archive room is too high, the archive materials should be moved to better premises.

Paper suffers greater damage from air that is too damp than from air that is too dry. The humidity levels in archive rooms should not be increased using mobile humidifiers.

Building components and fittings *shall* not contain materials that can damage the archive materials through emission of gases, radiation or in other ways. As a general rule, things that are harmful to people are also harmful to archive materials. Archive rooms should be fitted out using environmentally friendly materials.

4.12 Protection against vandalism

All building components in the archive premises *shall* be designed in such a way that the archive material is satisfactorily secured against burglary and against access by unauthorised persons. The building's ordinary security arrangements *must* also cover the archive premises. The Security Act or special statutes may impose physical protection provisions that are stricter than the Archives Regulations in cases where the archive includes special types of archive material. These must of course be fully adhered to.

Rules *shall* be prepared governing who has access to the archive premises. It should be ensured that such rules are fit for purpose. It is recommended that access be limited to those who need it to carry out their work duties. It is therefore not permitted to have a general escape route pass through archive premises. In addition, access to the archive premises must not be granted in breach of the confidentiality provisions in the Public Administration Act, any special statutes or the rules in the Security Act and the Protection Instructions on the treatment of classified material.

5. REQUIREMENTS FOR SPECIAL ROOMS FOR REMOTE STORAGE ARCHIVES

Archive material that is stored remotely and *is not in frequent and regular use shall* be kept in a *special room* (see Chapter 3). There are *stricter requirements for special rooms designed for archival purposes* than for other archive premises. The requirements listed below therefore apply in addition to the general requirements for all archive premises.

5.1 Fixtures and fittings

Special rooms designed for archival purposes *shall* not be used to store things that can be dangerous to the archive material. This applies to, for example, materials that pose a fire hazard, that may cause water damage or an increase in humidity, that may lead to decay, or that may in some other way affect the environment in the room.

Archive materials *shall* not be in contact with the walls or ceiling, or be placed directly on the floor. This is due to the need for air to circulate, and the danger of moisture damage in the

event of flooding, etc. The minimum recommended distance between a shelf and an outer wall is 15cm. This means that there should be no wall shelving on outer walls. The distance between the floor and the lowest shelf should not be less than 10cm.

In special rooms designed for archival purposes, shelving *shall* be made of non-flammable materials. Wood shelving is obviously prohibited in such rooms.

5.2 Protection against leaks

Special rooms designed for archival purposes *shall* not contain water pipes. *This is a mandatory requirement for new buildings.* This means that the heating system *must not* incorporate direct water-based central heating, e.g. hot water radiators. Experience shows that water pipes will leak sooner or later. This is the case for all pipes that carry water, whether they are permanently pressurised or simply carry waste.

If there are water pipes in *existing buildings*, and it is unreasonably expensive to replace them, technical solutions can be implemented instead to prevent the archive materials being damaged by water from the pipes. For example, moisture sensors can be mounted on the floor and linked to an off-valve or an alarm. A system *must* be in place to enable the alarm signal to be detected immediately, so that the necessary measures can be implemented without delay. It is recommended that this solution is combined with a roof (or guttering) under the water pipes to direct the water towards the walls. Such solutions should be combined with frequent inspections of the premises.

5.3 Protection against fire in the archive premises

Special rooms designed for archival purposes *shall* be heated by means of heating cables mounted under the floor or in special heating structures or by means of a hot air system or other sources of heat that do not pose a fire hazard or other risk of damage to the archive materials. Heating cables and hot air systems are preferred, as they do not expose the archive materials to direct, radiated heat. Electric heaters will only satisfy the requirements if they are wall-mounted, have low surface temperatures and are placed so that the archive materials cannot ignite or be damaged if the heaters overheat.

Stricter requirements are imposed for special rooms than for normal archive rooms in relation to electrical equipment. The room *shall* only be equipped with electrical equipment that is needed for the work of the archive. The power to such equipment must be switched off when no work is being done on the premises.

5.4 Protection against the spread of fire from other rooms

The building components in special rooms must be able to withstand open fire for at least 60 minutes (fire resistance REI 60). Doors, hatches, etc. into the archive premises must be able to withstand open fire for at least 30 minutes (fire resistance EI 30).

Special rooms designed for archival purposes *shall* have self-closing doors. This is because fires can spread through doors that are not shut after use.

Special rooms shall not normally have windows. One reason for this is that fires in nearby buildings can spread more easily through windows than through walls. Moreover, archive materials can be damaged by direct sunlight, and windows can make archive premises more vulnerable to burglary.

5.5 Protection against the spread of fire in the archive room

Special rooms designed for archival purposes *shall* have automatic fire alarms. In other words, the alarm must be triggered by sensors that react to heat or smoke, and preferably both. The alarm must go directly to the fire service or another alarm centre that is manned 24 hours a day. The alarm system must be serviced annually, and this must be documented.

If a special room designed for archival purposes is to have an automatic fire suppression system, this should be a sprinkler system that uses environmentally friendly gases. Other types of automatic fire suppression, such as water sprinklers, can cause serious water damage to paper materials. It is therefore not advisable to install sprinkler systems that use water as the extinguishing agent in newly-built archive premises.

If, in an existing building, a special room designed for archival purposes has a sprinkler system that uses water as the extinguishing agent, measures must be implemented to minimise water damage (see Chapter 5.2, second paragraph).

5.6 Protection against vandalism, burglary, etc.

Special rooms designed for archival purposes *shall* have special burglar alarms. The Archives Regulations do not specify what kind of burglar alarm a special room must have. Most burglars enter through doors or windows. The doors (and any windows) in a special room should therefore be equipped with burglar alarms. An alternative is to use alarms that react to movement in the room.

If a special room designed for archival purposes contains information that is classified under the Security Act or the Protection Instructions, special provisions apply in relation to access to the premises (see Chapter 6 of the Regulations relating to Data Security of 1 July 2001 No. 744 (available in Norwegian only)).

6. REQUIREMENTS FOR SPECIAL ROOMS FOR ARCHIVAL REPOSITORIES

The National Archives and the regional state archives are the *archival repositories* for state archive material. This means that state archive material that is no longer in use for administrative purposes is transferred to the National Archives or the regional state archives (see section 5-1 of the Archives Regulations). Similarly, municipal archives must be transferred to municipal or inter-municipal archival repositories. Transfer usually takes place when archive materials are 25 to 30 years old.

There are particularly strict requirements for premises that are to be used as archival repositories. In addition to all of the requirements listed above, the building components must be able to withstand open fire for *at least 120 minutes* (fire resistance REI 120). Doors,

hatches, etc. into the archive premises must be able to withstand open fire for at least 60 minutes (fire resistance EI 60).

In addition, archival repositories must establish conditions to enable the public to make use of the archive materials (see section 5-6 of the Archives Regulations).

7. AIR-RAID SHELTERS AS ARCHIVE PREMISES?

In the past, permission could be given in certain circumstances for air-raid shelters to be used as archive premises. *This is no longer the case.* Accordingly, air-raid shelters cannot be used as archive premises. Public bodies that keep archives in air-raid shelters must move them out by 2012.

There is one exception: where approved disposal rules provide that certain archive materials have to be disposed of, the materials may be kept in air-raid shelters. However, the body responsible for the materials must independently assess the consequences of damage to the materials, for example if they have to be moved at short notice.

If the Norwegian Civil Defence decides that given premises are no longer to be used as an air-raid shelter, the premises may be used as archive premises as long as they satisfy the requirements of the Archives Regulations for archive rooms.

8. FIREPROOF SAFES DEFINED AS ARCHIVE PREMISES?

The Archives Regulations permit remote storage archives to be housed in fireproof safes instead of in special rooms designed for archival purposes. However, this requires that the archives are small enough to fit into safes of this kind. Archives may not be split up into smaller units to enable placement in fireproof safes.

The term “fireproof safe” is defined to mean a safe that can withstand open fire for 30, 60, 90 or 120 minutes. When a safe is used to replace a special room designed for remote storage archival purposes, it must be able to withstand open fire for at least 90 minutes (EI 90 or higher).

The Regulations do not state whether exemptions from the requirements for premises can be granted to allow *active archives* to be housed in fireproof safes. However, applications for such permission can be made to the Director General of the National Archival Services of Norway (see section 1-3 of the Archives Regulations).

Fireproof safes will only satisfy the requirements as to fire safety. The room in which the safe is placed must also satisfy the requirements as to protection against water, humidity and other potential sources of damage. If the room is not locked outside working hours, routines must be put in place that ensure that the safe is locked and that the key is kept where unauthorised persons cannot gain access to it.

9. ARCHIVE PREMISES IN NEW BUILDINGS/RENOVATED PREMISES

The requirements in the Archives Regulations apply fully to all new archive premises. This applies to both:

- archive premises in new buildings; and
- premises that have not been used to house archives before.

The Archives Regulations do not contain exemptions or provisional regulations for archive premises that are brought into use after 1 January 1999.

10. ARCHIVES IN EXISTING PREMISES

All public bodies shall make a survey of their archive premises and assess whether they satisfy the requirements of the Archives Regulations. If any of the requirements are not satisfied, a plan shall be prepared that indicates what needs to be done to rectify this. This may involve correcting the shortcomings in the existing archive premises or moving the archive material to premises that satisfy the requirements of the Archives Regulations.

The plan for improvements shall be submitted to the Director General of the National Archival Services of Norway for approval. Central government bodies (ministries, etc.) shall submit their plans to the National Archives, while other public bodies have to submit their plans to the regional state archives in the region concerned (see address list in Chapter 14).

The public body concerned *shall* correct the shortcomings at the archive premises as quickly as possible. The time allowed for implementation shall reflect the extent and cost of the measures involved. This means that minor measures, such as installing a fire door, must be implemented relatively quickly. Extensive changes to buildings, however, may take a longer time. *All archive premises must satisfy the requirements of the Archives Regulations by 2012.* In special cases, the Ministry of Culture and Church Affairs may, upon application, grant a longer implementation period.

Until the shortcomings at the archive premises are addressed, the public body has a duty to implement measures to ensure the archive materials are kept as secure as possible (see section 4-12 of the Archives Regulations). The National Archival Services of Norway can provide advice on such measures.

Some public bodies are based in premises that they will not be using after 2012. Other bodies are aware that they will not be keeping any remotely stored archives after 2012, due for example to reorganisations or transfers to archival repositories. Although they may not need to implement extensive measures in respect of their archive premises, they have a common duty with all other public bodies to keep archive materials as secure as possible for as long as they are in their custody.

11. EMERGENCY MEASURES

If archives are stored in a way that exposes them to the danger of being damaged, the Director General of the National Archival Services of Norway may order immediate improvements to

be made (see section 4-12 of the Archives Regulations and section 7, item c., of the Archives Act). The Director General of the National Archival Services of Norway may delegate the task of making such orders to the heads of the regional state archives (see section 4 of the Archives Act).

If archive material is being obviously neglected, the body responsible must expect to be held accountable. Anyone who wilfully act in contravention of the provisions of the Archives Regulations and the orders of the Director General of the National Archival Services of Norway may be fined (see section 22 of the Archives Act).

12. STORAGE OF ELECTRONIC RECORDS

Electronic records are normally stored on servers, and not on the computers of individual employees. In the public sector, a growing number of electronic records are being stored on servers that are shared by a whole government agency (e.g. the Norwegian Revenue Service, Norwegian Customs, etc.). It is particularly important to have good security procedures for the premises where such servers are located.

Computer equipment is frequently stolen. Therefore, security measures should be implemented to prevent servers that contain electronic records and computers being stolen, as important information may be lost and sensitive information may end up in the wrong hands. It is recommended that servers not be placed in rooms with windows.

The same environmental requirements apply in relation to a server room as in relation to a room in which paper archives are stored (see Chapter 4.11). The relative humidity can be a little lower in a server room (30% to 40%), although it should not be too low, as this can increase the risk of static electricity.

A lot of heat is generated when many machines are located in one room. If the temperature in a room that houses servers on which electronic records are stored exceeds 22 °C, the room should be fitted with a cooling unit to keep the temperature within the appropriate limits.

Computer rooms should be kept as free of dust as possible.

Backup disks/tapes and non-active electronic records are normally stored on optical disks (e.g. CDs) or on diskettes or magnetic tapes. Such media must be stored in premises that satisfy the same temperature and humidity requirements as archive rooms in which paper archives are stored (see Chapter 4.11). Electronic remote storage units must not be exposed to direct sunlight, and should be placed in airtight cabinets that are free of dust. Magnetic tapes and cassettes shall be stored upright. CDs must be stored in plastic cases.

If *Backup disks/tapes* and non-active electronic records are stored in a room which is not checked frequently and regularly, the premises must satisfy the requirements for special rooms designed for archival purposes. The material may also be stored in fireproof safes with fire resistance EI 90 or higher instead of in special rooms.

Special provisions apply in relation to access to premises where electronic archive materials that are classified pursuant to the Security Act are stored (see Chapter 6 of the Regulations relating to Data Security of 1 July 2001 No. 744 (available in Norwegian only)).

Magnetic materials (magnetic tapes) must not be exposed to electrical equipment that may affect their magnetisation. This could be electrical equipment in the same room, or high voltage power lines outside the building. Magnetic materials can be most safely stored in EMP (electromagnetic pulse) rooms. The walls, ceiling and floor of an EMP room are designed to stop electromagnetic radiation from penetrating (this construction is known as a Faraday cage).

13. CONTROL MEASURES AND DUTY TO PROVIDE INFORMATION

The Director General of the National Archival Services of Norway has responsibility for guidance and supervision of record keeping by public bodies (see section 7 of the Archives Act). This means that all public bodies have a duty to provide information about their archives upon request by the Director General. The duty also extends to information that is subject to a duty of confidentiality under the Public Administration Act, the Security Act or other special statutes, insofar as the information is needed to achieve the aims of the Archives Act.

The Director General of the National Archival Services of Norway may require written reports on circumstances affecting the archives, both on an ad hoc basis and at regular intervals, for example in the form of periodic reports (see section 8 of the Archives Act). The Director General may delegate this function to the heads of the regional state archives.

The National Archives and the regional state archives have the right to carry out controls of the archives of public bodies. During an inspection, the public body must be able to document that the archive premises satisfy the requirements of the Archives Regulations. This involves, among other things, a duty to display up-to-date fire safety documentation, fire safety diagrams, etc. Public bodies whose archive premises date back to before 1999 must be able to document that they have carried out self-assessments of their archive premises.

14. ADDRESSES FOR THE NATIONAL ARCHIVAL SERVICES OF NORWAY

The National Archival Services of Norway consists of the National Archives (*Riksarkivet*), eight regional state archives (*statsarkiv*) and the Sami Archive (*Samisk arkiv*). The Director General heads both the National Archives and the whole National Archival Services. The authority of the Director General is derived from the Archives Act.

The most important tasks of the National Archival Services are:

- to preserve archive materials from state institutions
- to make the archive materials available for use
- to supervise record keeping at state, county and municipal level
- to assist in the preservation of private archives.

The **National Archives** preserve the archives of central state and other national institutions. They also preserve various private archives of businesses, organisations, institutions and private individuals.

Address: Riksarkivet, Postboks 4013 Ullevål stadion, NO-0806 Oslo, Norway

Telephone: (+47) 22 02 26 00

Fax: (+47) 22 23 74 89

Email: riksarkivet@arkivverket.no

The **regional state archives** preserve the archives of local and regional branches of the state administration, in addition to the private archives of businesses, organisations, institutions and private individuals. There are regional state archives in Oslo, Hamar, Kongsberg, Kristiansand, Stavanger, Bergen, Trondheim and Tromsø.

The **regional state archive in Oslo** covers Østfold, Oslo and Akershus

Address: Statsarkivet i Oslo, Postboks 4015, Ullevål stadion, NO-0806 Oslo, Norway

Telephone: (+47) 22 02 26 00

Fax: (+47) 22 23 74 89

Email: statsarkivet.oslo@arkivverket.no

The **regional state archive in Hamar** covers Hedmark and Oppland

Address: Statsarkivet i Hamar, Postboks 533, N-2304 Hamar, Norway

Telephone: (+47) 62 55 54 40

Fax: (+47) 62 52 94 48

Email: statsarkivet.hamar@arkivverket.no

The **regional state archive in Kongsberg** covers Buskerud, Vestfold and Telemark

Address: Statsarkivet i Kongsberg, Frogsvei 44, N-3611 Kongsberg, Norway

Telephone: (+47) 32 86 99 00

Fax: (+47) 32 86 99 10

Email: statsarkivet.kongsberg@arkivverket.no

The **regional state archive in Kristiansand** covers Aust-Agder and Vest-Agder

Address: Statsarkivet i Kristiansand, Serviceboks 402, N-4606 Kristiansand, Norway

Telephone: (+47) 38 14 55 00

Fax: (+47) 38 14 55 01

Email: statsarkivet.kristiansand@arkivverket.no

The **regional state archive in Stavanger** covers Rogaland

Address: Statsarkivet i Stavanger, Bergjelsandsgt. 30, N-4012 Stavanger, Norway

Telephone: (+47) 51 50 12 60

Fax: (+47) 51 50 12 90

Email: statsarkivet.stavanger@arkivverket.no

The **regional state archive in Bergen** covers Hordaland and Sogn og Fjordane

Address: Statsarkivet i Bergen, Årstadveien 22, N-5009 Bergen, Norway

Telephone: (+47) 55 96 58 00

Fax: (+47) 55 96 58 01

Email: statsarkivet.bergen@arkivverket.no

The **regional state archive in Trondheim** covers Møre og Romsdal, Sør-Trøndelag, Nord-Trøndelag and Nordland

Address: Statsarkivet i Trondheim, Maskinistgata 1, N-7042 Trondheim, Norway

Telephone: (+47) 73 88 45 00

Fax: (+47) 73 88 45 40

Email: statsarkivet.trondheim@arkivverket.no

The **regional state archive in Tromsø** covers Troms, Finnmark and Svalbard

Address: Statsarkivet i Tromsø, Breivika, N-9293 Tromsø, Norway

Telephone: (+47) 77 64 72 00

Fax: (+47) 77 64 72 01

Email: statsarkivet.tromso@arkivverket.no

The Sami Archive has no supervisory functions in respect of public archives.

15. OVERVIEW OF SOME CITY/TOWN ARCHIVES, COUNTY ARCHIVES AND INTER-MUNICIPAL ARCHIVE INSTITUTIONS

Some cities and towns have their own archives (*byarkiv*), which provide archive-related advice and guidance to municipal bodies.

Oslo City Archives

Address: Byarkivet, Maridalsveien 3, Postboks 1453 Vika, NO-0116 Oslo, Norway

Telephone: (+47) 23 46 03 50

Fax: (+47) 23 46 03 01

Email: postmottak@kie.oslo.kommune.no

Bergen city archive

Address: Kalfarveien 82, Postboks 7700, NO-5020 Bergen, Norway

Telephone: (+47) 55 56 62 83

Fax: (+47) 55 56 62 40

Email: post.byarkivet@bergen.kommune.no

Trondheim city archive

Address: Maskinistgata 1, NO-7042 Trondheim, Norway

Telephone: (+47) 72 54 64 00

Fax: (+47) 72 54 63 00

Email: byarkivet.postmottak@trondheim.kommune.no

Stavanger city archive

Address: Lars Hertervigsgate 2, NO-4010 Stavanger, Norway

Telephone: (+47) 51 50 71 58

Fax: (+47) 51 50 79 27

Email: postmottak@stavanger.kommune.no

Many of Norway's counties and municipalities have formed inter-municipal archive institutions or county archives. These provide archive-related advice to member municipalities.

Østfold inter-municipal archive

Address: Sarpsborg rådhus, Postboks 237, NO-1702 Sarpsborg, Norway

Telephone: (+47) 69 11 62 49

Email: ika.ostfold@sarpsborg.com

Oppland county archive

Address: Fakkelgården, Vormstuguvegen 40, NO-2624 Lillehammer, Norway

Telephone: (+47) 61 27 18 00

Fax: (+47) 61 27 18 01

Email: fylkesarkivet@oppland.org

Buskerud, Vestfold and Telemark inter-municipal archive

Address: Nansensgate 1, NO-3616 Kongsberg, Norway

Telephone: (+47) 32 76 40 20

Fax: (+47) 32 76 40 39

Email: postmottak@ikakongsberg.no

Vestfold county archive

Address: Svend Foynsgate 9, NO-3126 Tønsberg, Norway

Telephone: (+47) 33 34 40 00

Fax: (+47) 33 34 40 16

Email: fylkesarkivet@vfk.no

Aust-Agder cultural history centre

Address: Parkveien 16, NO-4838 Arendal, Norway

Telephone: (+47) 37 07 35 00

Fax: (+47) 37 07 35 01

Email: postmottak@aaks.no

Vest-Agder inter-municipal archive

Address: Märthas vei 1, NO-4633 Kristiansand, Norway

Telephone: (+47) 38 14 55 91

Fax: (+47) 38 14 55 92

Email: ikava@ikava.va.no

Rogaland inter-municipal archive

Address: Bergjelandsgate 30, NO-4012 Stavanger, Norway

Telephone: (+47) 51 50 12 83

Fax: (+47) 51 86 11 40

Email: epost@ikarogaland.no

Hordaland inter-municipal archive

Address: Årstadveien 22, NO-5009 Bergen, Norway

Telephone: (+47) 55 30 60 90

Fax: (+47) 55 30 60 95

Email: post@ikah.no

Hordaland county archive

Address: Postboks 7900, NO-5020 Bergen, Norway

Telephone: (+47) 55 23 99 50

Fax: (+47) 55 23 99 59

Email: postmottak.fylkesarkivet@hordaland-f.kommune.no

Sogn og Fjordane county archive

Address: Askedalen 2, NO-6863 Leikanger, Norway

Telephone: (+47) 57 65 61 00

Fax: (+47) 57 65 61 01

Email: postmottak.sffarkiv@sf-f.kommune.no

Møre og Romsdal inter-municipal archive

Address: Kirkegata 10, Postboks 1073, NO-6001 Ålesund, Norway

Telephone: (+47) 70 13 44 40

Fax: (+47) 70 13 44 41

Email: postmottak@ikamr.no

Trøndelag inter-municipal archive

Address: Maskinistgata 1, NO-7042 Trondheim, Norway

Telephone: (+47) 73 50 18 90

Email: postmottak@ika-trondelag.no

Nordland archive

Address: Høgskolen i Bodø, NO-8049 Bodø, Norway

Telephone: (+47) 75 51 75 77

Fax: (+47) 75 51 75 78

Email: arkiv.i.nordland@nfk.no

Troms inter-municipal archive

Address: c/o Statsarkivet i Tromsø, NO-9293 Tromsø, Norway

Telephone: (+47) 77 67 69 80

Fax: (+47) 77 67 65 20

Email: interkom@online.no

Finnmark inter-municipal archive

Address: c/o Porsanger kommune, Rådhuset, NO-9712 Lakselv, Norway

Telephone: (+47) 78 46 30 60

Fax: (+47) 78 46 47 55

Email: ikaf@ikaf.no