

DIN ISO 16245:2012-05 (E)

Information and documentation - Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents (ISO 16245:2009)

Contents		Page
National foreword		3
Introduction		5
1	Scope	6
2	Normative references	6
3	Terms, definitions and symbols	7
3.1	Terms and definitions	7
3.2	Symbols	7
4	Requirements for boxes	7
4.1	General	7
4.2	Board	7
4.3	Cloth covering	8
4.4	Lining	8
4.5	Colour	8
4.6	Surface	8
4.7	Adhesives	8
4.8	Manufacturer's joints and fasteners	8
4.9	Design	9
4.10	Strength	9
4.11	Dimensions	9
5	Requirements for file covers	9
5.1	General	9
5.2	Paper and board	9
5.3	Colour	10
5.4	Adhesives	10
5.5	Fasteners	10
5.6	Strength	10
5.7	Dimensions	10
5.8	Bleeding	10
6	Test report	11
Bibliography		12