

APPENDIX F

STANDARDS FOR NAVY RECORDS CENTER

1. Facility Standards for Records Center. Navy-owned records centers must comply with the facility standards specified below:

a. General.

(1) The facility should be a single story building, at or above ground level, constructed with noncombustible materials.

(2) A structural engineer shall establish a floor load limit for the records storage area. Post the allowable load limit in a conspicuous place and do not exceed it.

(3) Steel shelving or other open-shelf records storage equipment shall be braced to prevent collapse under full load in accordance with Federal Specifications AS-S-271 or AA-S-1047. The records storage height shall not exceed 15 feet. Navy records centers which have storage height in excess of 15 feet may apply in writing to the Assistant Archivist for Federal Records Center (NC), National Archives and Records Administration, Washington, DC 20408, for an exemption of this requirement. If a request for exemption is denied, agencies will be required to remodel existing centers to meet the 15-foot requirement.

(4) Equip the area occupied by the center with an anti-intrusion alarm system, or equivalent, to protect against unlawful entry after hours.

b. Fire Safety.

(1) All walls separating records areas from each other and from other storage areas in the building shall be 4-hour fire resistant. The records areas shall not exceed 40,000 square feet each. Two-hour-rated firewalls shall be provided between the records storage areas and other auxiliary spaces. Penetrations in the walls shall not reduce the specified fire-resistance ratings.

(2) Openings in firewalls separating records storage areas shall be avoided as far as possible but if openings are necessary they shall be protected by self-closing or automatic Class A fire doors, or equivalent, on each side of the wall openings.

(3) Roof support structures that cross or penetrate firewalls shall be cut and supported independently on each side of the firewall.

(4) If firewalls are erected with expansion joints, the joints shall be protected to their full height with No. 10 iron astragals lapping the opening of each side of the firewall.

(5) Building columns in the records storage areas shall be 2-hour fire resistant from the floor to the point where they meet the ceiling or roof framing system.

(6) Automatic roof vents shall not be designed into new or existing buildings.

(7) Where lightweight steel roof or floor supporting members (e.g., bar joists have top chords with angles 2 by 1 1/2 inches or smaller, 1/4 inch thick or smaller, and 13/16 inch or smaller web) are present, they shall be protected either by applying a 10 minute fire-resistant coating to the top chords of the joists, or by retrofitting the sprinkler system with large drop sprinkler heads. Retrofitting may require modifications to the piping system to ensure that adequate water capacity and pressure are provided in the areas to be protected with these large drop sprinkler heads.

(8) Furnace or boiler rooms shall be separated from records storage areas by 4-hour-rated firewalls, with no openings directly from these rooms to the record storage areas. No open flame (oil or gas) equipment or unit heaters shall be installed or used in any records storage area.

(9) The arrangement of the records storage equipment shall be such that there shall be no dead-end aisles. Equipment rows running perpendicular to the wall shall terminate at least 18 inches from the wall.

(10) No oil-type electrical transformers, regardless of size, except thermally protected devices including fluorescent light ballasts, shall be installed in the records storage areas. All electrical wiring shall be in metal conduit, except that armored cable may be used where flexible connections to light fixtures are required.

(11) All records storage and adjoining areas shall be protected by automatic wet-pipe sprinklers. Automatic sprinklers are specified here because they provide the most effective fire protection for high-piled storage paper records on open-type shelving.

NOTE: Other automatic extinguishing systems or protective measures may provide an acceptable level of fire-loss risk depending upon specific conditions, such as type or importance of the records, the type and stacking height of the storage equipment used; or how the space is designed, controlled, and equipment used; or how the space is designed, controlled, and operated (as well as value). Agencies may elect to use alternate standards, as appropriate to their needs, such as those issued by the National Fire Protection Association (see NFPA 13, NFPA 231C, NFPA 232, and NFPA 232AM). Also agencies may consult the Chief of the Accident and Fire Prevention Branch in the GSA regional office about these or other systems and protective measures.

(12) The sprinkler system shall be rated at 286 degrees Fahrenheit and designed to provide 0.30 gpm per square foot for the most remote 1,500 square feet of floor area with a minimum flowing pressure of 7.0 psi at the most remote sprinkler head. Installation shall follow Standard Number 13 of the National Fire Protection Association.

(13) Maximum spacing of the sprinkler head shall be on a 10-foot grid and positioning of the heads shall provide complete, unobstructed coverage, with a clearance of no less than 18 inches from the top of the highest stored material.

(14) The sprinkler system shall be equipped with a water-flow alarm connected to a continuously staffed fire department or central station, with responsibility for immediate response.

(15) A manual fire alarm system shall be provided with central station service or other automatic means of notifying the municipal fire department. A manual alarm pull station shall be located adjacent to each exit. supplemental manual alarm stations are permitted within the records storage areas.

(16) All water cutoff valves in the sprinkler system shall be equipped with an automatic closure alarm connected to a continuously staffed station, with responsibility for immediate response.

(17) A dependable water supply free of interruption shall be provided. This normally requires a backup supply system having sufficient pressure and capacity to meet both firehose and sprinkler requirements for two hours.

(18) Interior firehose stations equipped with a 1 1/2 diameter hose shall be provided in the records storage

areas, enabling any point in the records storage areas to be reached by a 50-foot hose stream from a 100-foot hose lay. The fire hoses shall not be provided, however, unless training in the handling and use of small hoses, protective gear, and breathing equipment has been given, and those protective items are available for brigade members.

(19) In addition to the designed sprinkler flow demand, 500 gpm shall be provided for hose stream demand. The hose stream demand shall be calculated into the system at the base of the main sprinkler riser.

(20) Fire hydrants should be located within 250 feet of each exterior entrance or other access to the records center that could be used by firefighters. All hydrants should be at least 50 feet away from the building walls and adjacent to a roadway usable by fire apparatus.

(21) Portable water-type fire extinguishers (2 1/2 gallon stored pressure-type) shall be provided at each fire alarm striking station.

(22) Catwalks may be provided in the aisles between the metal stacks in high-activity records storage areas without provision of sprinklers under the walkway. Where provided, the walking surface of the catwalks shall be of expanded metal at least 0.09-inch thickness with a 2-inch mesh length. The surface opening ratio shall be equal to or greater than that outlined in Military Specification (MIL-M-17194C) of March 9, 1955. The sprinkler water demand for protection over bays with catwalks where records are not oriented perpendicular to the aisles shall be calculated hydraulically to give 0.3 gpm per square foot for the most remote 2,000 square feet.

(23) Storage of hazardous cellulose nitrate film requires special facilities not covered by the above standards. (See NFPA 40 and NPA 232).

2. Requests for Authority to Establish or Relocate Records Centers. No Navy Records Center shall be established or relocated from one city to another without the prior written approval of NARA.

a. Exclusions.

(1) Staging areas containing less than 5,000 square feet of space used for the temporary storage of materials preparatory of their transfer to a records center or other disposition, provided no records are held in staging areas in excess of 5 years.

(2) Areas of less than 5,000 square feet used solely for the storage of records to which occasional reference is made but on which no processing activity (screening and microfilming, etc.) is performed.

b. **Content of Requests.** Requests for authority to establish or relocate a Navy Records Center shall be submitted in writing to the Assistant Archivist for Federal Records Centers (NC), National Archives and Records Administration, Washington, DC 20408, via the Navy Directives and Records Management Branch (N09B35), Office of the Chief of Naval Operations. These requests shall specify:

- (1) proposed location of the records center,
- (2) space to be occupied in gross square feet,
- (3) nature and quantity of records to be stored,
- (4) total personnel to be employed, and

(5) justification for the proposed center which shall include a comparison between the annual cost per cubic foot to store the records in a Navy Records Center and the cost to store the same records in a Federal Records Center. Analysis of Federal Records Center space and equipment costs may be obtained from the Office of Federal Records Centers (NC), National Archives and Records Administration, Washington, DC 20408. The justification should also indicate whether the records to be stored in the Navy center have high security classification, require specialized processing or high-cost indexing, or are to be used by technical personnel stationed at the records center.

c. **Approval of Requests.** Request for the establishment or relocation of Navy Records Centers should be submitted to Navy Directives and Records Management Branch (N09B35), Office of the Chief of Naval Operations, via the appropriate chain of command. Requests will be approved by NARA when greater economy or efficiency can be achieved through its operation than by the use of a NARA operated Federal Records Center.