

Storage of Edu Division Lists on 8-in Flexible Diskette Media

1 Scope This practice specifies the file and directory structure of an 8-in flexible diskette used for the storage of educational lists (EDL).

2 Format The diskette is a random-access device which allows for the processing of blocks of data independent of the order of physical or relative location. Each EDL is stored in a group of one or more blocks referred to as a file and identified by a unique file name. A directory of files is written as a partition function on the diskette and contains file name, length, and optional associated information.

3 Definitions BPR: Bits per track Block: 1 sector (128 bytes) Byte: 8 bits Data entry: Information entered in data form for computer processing

Directory entry: Directory information for a specific file Directory: Sequence of blocks (1024 bytes normally referred to as 16 blocks) held in a directory information file for each block of user data Interleaving: Relationship of physical to logical sector numbers within a track Logical sector address: Sectors assigned another to organize physical sectors to track and scale data

Minimal directory: One directory sequence (directory) with 16 sectors having two physical sector numbers. Sector address assigned in binary to the directory Sector: 128 bytes of information Skew: Relationship of physical to logical sector numbers between blocks Track: One of the concentric paths for the recording of data on the surface of a diskette. One writing device, such as a diskette, will be on one track while

1 Media—Physical and Magnetic Characteristics Full directory lists shall be recorded on two 8-in single-sided diskettes, as defined by American National Standard Single-Sided Unformatted Flexible Diskette Cartridge (for 5 1/4) BPR (This Per Radiant, Inc.), ANSI X3.19-1980

2 Recording Method and Track Format The recorded-included track, and sector formatting for EDL shall be such as described for single channel diskettes in IBM document G321-08850, IBM Diskettes 1, 2, and 319 Original Equipment Manufacturer's literature and G321-08850-01c IBM Diskette General Information Manual

3 Logical Sector Numbering (see Table 1) Logical sector numbers are assigned to physical sectors by the following method:

- (1) The last logical sector (sector 0) is physical sector 1 on track 1
- (2) Interleaving: Use all odd-numbered physical sectors, add 3, and use all even-numbered physical sectors
- (3) Skew: Logical numbering on each track begins with the physical sector sequence that the physical track as specified in the format

4 Data Organization Each physical sector used (16 \* track numbers) = 17 usable sectors Data is organized in consecutive blocks of four logical sectors each in ascending order of logical sector number

- 5 Directory Organization 5.1 Directory Location and Size: The directory begins at block 0, and consists of a logical list of directory segments 5.2 File: The files referred to by significant directory segments shall be contained in continuous logical blocks

9 Directory Structure A logical list of 1 to 31 directory segments (each segment begins with a header of 5 1/2 bit words) listing in order information about each track on the first directory segment (Note: can be 32 directory entries per segment) The last directory entry must have an ending segment as a keyword

9.2 Directory Segments on Header: 9.2.1 Next logical segment: The second number of the directory to order segments the segment number (allowable values are 2 to 31, and 0 which indicates no additional segments)

Table 1 Physical to Logical Sector Numbering

Table with 3 columns: Physical Sector, Track 1, Track 2, Track 3. Rows include Logical Sector, Logical Block, Physical Sector, and Logical Block for tracks 1, 2, and 3.

Table 2

Table with 3 columns: Physical Sector, Track 1, Track 2, Track 3. Rows include Logical Sector, Logical Block, Physical Sector, and Logical Block for tracks 1, 2, and 3.

923. **Low Segment Number:** The third word of the directory header contains the number of the low directory segment used. Each entry in a low directory segment is prefixed with the number of the segment. This value is only valid in the low directory segment. Allowable values are 1 to 31.

924. **Extra File Bytes:** Provision is made for the inclusion of optional user-defined words in addition to the seven specified below in each directory entry. The fourth word in the header specifies how many extra bytes are included in each of the segment's directory entries. This must be an even number and be the same value in all segments of the directory.

925. **Starting Block Number:** The fifth word of the directory segment header contains the logical block number of the start of the entries in directory 01.

926. **Directory Entry Format:** The remainder of the directory segment is filled with directory entries. An entry consists of words containing the following information:

- status
- file name (file ID)
- file name (file ID)
- file name extension (file characters)
- total file length
- reserved
- reserved
- optional low bytes

927. **Status:** All values given below are equal zero unless valid types of status words are as follows:

**Appendix**

The Appendix is a part of the SMPTE Recommended Practice, but is included for information purposes only.

928. **Minimal Directory:** Systems with no file management capabilities may generate a minimal directory using the following minimal directory:

- Header
  - 1. One directory segment
  - 0. No user segment
  - 1. High segment segment as 1
  - 0. No extra bytes per entry
  - 10. Starting block number
- Entry 1
  - 2000. Reserved entry
  - 21590. RADIX-50 for "M1"
  - 26210. RADIX-50 for "file 1"
  - 12255. RADIX-50 for "file 1"
  - 256. Total file length (logical blocks)
  - 0. Reserved
- Entry 2
  - 1000. End of segment marker

All preceding numbers are shown as word octets. This is suggested since file entries allow only octets in the block size in the file extension field. The file name "M1" is shown for example only, and may be any valid character set file name without field or file.

1000. **Contents file:** Input file. The name and file extension fields are not used. The length of the input file must be included.

2000. **Permanent file:** The name of the permanent file must be unique.

1000. **End of segment marker:** The low entry in a segment must have such a status word, and its remaining 6 words are not required.

12200. **Permanent file with the "private" bit set:** This may be used in addition to the format of a file.

929. **File Name:** This two word value contains the symbolic name of the file. An encoding scheme referred to as "RADIX-50" is used to pack three ASCII characters into one word. A limited character set (A-Z and 0-9) is allowed in this name. The file name may be 1 to 6 characters in length. Spaces or less than 6 characters must be padded with trailing spaces.

930. **File Extension:** This word value contains the packed representation of the file extension "file" (017751).

931. **Length:** The number of logical blocks used by the file.

932. **Reserved Words:** The directory entry contains two reserved words allowing for compatibility.

933. **User Bytes:** Any eight numbers of extra bytes as specified in the directory segment header.

934. **ASCII to RADIX-50 Conversion:** Each ASCII character is translated into its RADIX-50 equivalent as follows:

Character	ASCII Octal Equivalent	RADIX-50 Octal Equivalent
Space	20	0
A-Z	101-132	1-32
0-9	11	33-39
Reserved	36	40-47
0-9	50	55
Control	60-77	80-97

The RADIX-50 equivalents of three characters, G1, G2, and C1, are combined as follows:

$$\text{RADIX-50 Value} = 14 \times G1 + 20 \times G2 + 30 \times C1$$

Example:  
 RADIX-50 Value of "FILE" =  $(11) \times 30 + 11 \times 20 + 01 \times 30 = 6255$

935. **Low Segment Value:**  $(R \times 1530 + S) \times 100 + (R \times 1530 + S) \times 1000 + S$   
 936. **High Segment Value:**  $(R \times 1530 + S) \times 100 + (R \times 1530 + S) \times 1000 + S$   
 937. **Low Segment Value:**  $(R \times 1530 + S) \times 100 + (R \times 1530 + S) \times 1000 + S$

Example:  
 RADIX-50 Value = 21530 (M1)  
 $G1 = 21530 / 100 = 215$   
 $G2 = [21530 - (215 \times 100) / 1000] \times 1000$   
 $S = 15 - 31$   
 C1 = 71530 - (21530 / 100) \* 100 = 20 ... 30

All preceding numbers of G1 and G2 are equal values (see Table 2).

Table 2 provides an alternate method of translating from the ASCII character to its RADIX-50 equivalent.

RADIX-50 Value = The sum of the first character + the second character entry + the third character entry

Example:  
 RADIX-50 Value of "RAD" =  $017700 + 000210 + 000110 = 027720$

A3. **RADIX-50 to ASCII Conversion:** To convert from the packed RADIX-50 value to the RADIX-50 octal equivalents of the three characters, G1, G2, and C1, the following rules are followed:

Table 2  
 Alternate Conversion of ASCII to RADIX-50

Single Character or First Character	Second Character	Third Character
Space	000000	Space
A	000100	A
B	000200	B
C	000300	C
D	000400	D
E	000500	E
F	000600	F
G	000700	G
H	000800	H
I	000900	I
J	001000	J
K	001100	K
L	001200	L
M	001300	M
N	001400	N
O	001500	O
P	001600	P
Q	001700	Q
R	001800	R
S	001900	S
T	002000	T
U	002100	U
V	002200	V
W	002300	W
X	002400	X
Y	002500	Y
Z	002600	Z
0	002700	0
1	002800	1
2	002900	2
3	003000	3
4	003100	4
5	003200	5
6	003300	6
7	003400	7
8	003500	8
9	003600	9

Control

Reserved

Reserved

Reserved

Reserved

Reserved

Reserved

Reserved

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Reserved

Storage of Motion-Picture Films

1. Introduction

It is impossible to estimate the value of the motion picture films that have been produced during the last 20 years of this century. These films are a rich resource representing both historical events and a unique artistic. When one realizes that a major portion of the motion pictures and television programs produced in this century have been lost or destroyed, already, the importance and urgency of preserving these still existing is underscored.

The relatively recent conservation of motion pictures and television programs in other films has raised concern about the long-term stability of the film images. Attention to this question has contributed to a general revival of interest in the preservation of all motion pictures, both black and white and color.

Long-term preservation of almost any human artifact is a challenging and costly effort. Films are no exception. Furthermore, archival storage, particularly, involves that the preserved artifact is such, if ever, it moved from storage for examination. Proper storage of motion picture films requires that a sufficient number of working copies be available at the time original films are put into storage.

Proper storage is not a new subject and a variety of documents on the preservation of motion picture films already exist. These include ANSI and SMP standards such as an EMI Technical Bulletin, a report of the International Preservation Commission on K147's work (SMPTE J. and SMPTE articles), and a national report. Nevertheless, there is still a recognized need for guidelines for proper film storage, and an SMPTE practice to fill this need.

These recommendations for the storage of all types of processed safety photographic film are contained in American National Standard Practice for Storage of Processed Safety Photographic Film, ANSI Z39.48-1971 (1978). The procedures described in this practice are an expansion or refinement of that document.

2. Scope

This practice defines terms, classifications, and conditions for storage of motion picture materials.

3. Definitions

3.1 Medium-Term Film: Medium-term film is a photographic film which is suitable for the preservation of records for a minimum of 20 years when stored under medium-term conditions, providing the original images are of suitable quality.

3.2 Long-Term Film: Long-term is a photographic film which is suitable for the preservation of records for a minimum of 100 years when stored under archival conditions, providing the original images are of suitable quality.

3.3 Federal Film: Archival film is a photographic film which, when stored under archival storage conditions and providing the original images are of suitable quality, is suitable for the preservation of records having permanent value. Films suitable for archival records are described in American National Standards for Photography (Film)—Archival Records, Silver-Gelatin Type on Cellulose Ester Base—Specifications, ANSI Z39.48-1971 (1978) and Archival Records, Silver-Gelatin Type on Polyester Base—Specifications, ANSI Z39.48-1981.

3.4 Medium-Term Storage Conditions: Medium-term storage conditions are those which are suitable for ensuring a minimum useful life of 20 years for medium-term photographic films.

3.5 Archival Storage Conditions: Archival storage conditions are those which are suitable for the preservation of photographic films having permanent value. Archival storage conditions will provide the useful life of archival and nonarchival films.

3.6 Film Enclosure: A film enclosure is any film in a case or other receptacle with the film, such as reels, cassettes, capsules, magazines, cartridges, cans, containers, envelopes, and cartons.

3.7 Storage Housing: A storage housing is a physical structure, supporting the film enclosures, and may consist of drawers, racks, shelves, or cabinets.

3.8 Film Vault: A room or area designed for film storage and separated from temperature, humidity, dust, odor, or work areas. Preferably, the vault should have both air temperature and humidity controls.

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3. Description

In order for medium-term film to be processed it must be properly stored and handled throughout its life. For convenience, the film stock has been divided into three sections: Prior to Processing, After Processing, and In Collections.

Although processing is not covered in this practice, it is important that black and white films be properly stored and stabilized to prevent staining, fading, etc. The manufacturer's processing recommendations should be carefully followed for black and white and color films.

1.1 Prior to Processing

1.1.1 Environmental Conditions: During manufacture, the raw stock is equilibrated at the appropriate relative humidity, placed in sealed cans, carefully sealed to provide a vapor barrier, and held. The cans should be kept sealed until the film is to be used. Especially in humid climates, the proper moisture level in the film during processing is important. High relative humidity should be avoided in preventing rearing of can and deterioration of labels, caps, and reams.

The raw stock should be kept at 15°C (59°F) or lower until exposure. If the raw stock must be kept for periods longer than six months, it should be stored at -18°C (0°F) or lower. Films the film is exposed, it should be processed as soon as possible. If the film must be stored even temporarily, after exposure and prior to processing it should be kept at -18°C (0°F) or below until any loss of the latent image.

Raw stock must also be protected against harmful gases such as hydrogen sulfide, sulfur dioxide, and acetone, and radiations. Gases, which may attack processed film, tape that was the can, even unopened raw stock should not be stored in an area where harmful gases are present, even in small amounts.

As the speed of medium-format camera film increases, its sensitivity to radiations (X-rays, gamma rays) increases. Some stock appropriate to the camera used in humid film storage rooms can emit sufficient radiation to fog slow sensitive films. All storage rooms should be measured for their radiation levels prior to being used in raw stock.

1.1.2 Storage Enclosures: Raw stock should be kept in the original manufacturer's container until exposed. After exposure it is suggested that the film be placed in the original production log and can and resealed. The time between taking the film out of its original can and replacing the film in its bag and can should be kept as short as possible.

1.1.3 Storage Rooms: As long as the new stock is sealed in its original can, the relative humidity of the storage room should not exceed 60 percent. Above 60 percent, you will rust and fungi will grow. Humidity should be maintained around 40 percent by water or exposure in humid areas.

1.1.4 Handling Techniques: Raw stock to be exposed in processed film should be handled as before as possible. It will not be damaged as long as all contact during handling was done in a clean, dry, well-ventilated area. After exposure, the film should be stored at 15°C (59°F) or lower to work to allow the film to be used up to two to three years before re-exposure. Handling the film to prevent immediate contamination which may lead to staining of the film.

1.2 After Processing

1.2.1 Environmental Conditions: Processed film when lower light sensitive film is still subject to change over a period of time. After processing and prior to placing the film in its final storage location, processed film should be carefully handled and protected in storage. Whenever possible, film selected for long-term storage should contain a minimum of splices. The film should be handled in controlled temperature, humidity, and relative humidity, and short periods of high temperature or low relative humidity should be avoided. High temperatures can lead to the fading of the images, and color film shrinkage and physical distortions. Low humidity can cause brittleness with high humidity causing mold and bacteria growth.

1.2.2 Storage Enclosures: Motion picture films are normally wound on cores if they are perforated materials, and on reels if they are non-perforated. The rolls should not be wound with high tension, nor should they be loose enough to allow movement of the film within the roll. The rolls should be stored in closed containers to protect the film from dirt and physical damage.

1.2.3 Storage Rooms: If possible, rooms and areas used for film storage should be located in the areas where the film is being used. Processed film should be made against damage by water or fire associated hazards.

1.2.4 Handling Techniques: Proper handling of film when it is spaced, exposed, or processed is critical. Elements and good handling practices reduce the potential of dirt or the soiling of film to be kept out of the final scene image. Whenever possible, film should be handled in a work area provided with positive pressure and filtered, conditioned (for temperature and humidity) air supply. Any equipment on surface that may come in contact with the film should be cleaned frequently. The film itself should be handled as little as possible only in the tubes and with gloves to prevent it.

1.2.5 In Collections

1.2.5.1 Environmental Conditions: After emulsion processing, film, whether perforated or not, has been assigned to a collection. It should be stored in the uncontrolled relative humidity and temperature conditions. The relative humidity and temperature should be kept out of the length of film to be processed. (See Table 1.) The environmental conditions are controlled, the same as those in ANSI Z39.48-1971 (1978).

1.2.6 Storage Enclosures

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**Table 1**  
Environmental Conditions

Sensitive Layer	Base Type	Medium-Firm Storage		Archival Storage	
		Relative Humidity Range (percent)	Temp. C°	Relative Humidity Range (percent)	Temp. C°
Silver gelatin	Cellulose ester	15-60	25	15-50	21
Silver gelatin	Polyester	30-60	25	30-50	21
Color	Cellulose ester	15-50	10	15-50	2
Color	Polyester	35-50	10	25-50	2

The effects of environmental conditions on the storage of nonorganic film are presented in the appendix. Additional information may be available from manufacturers of sensitive picture film.

**4.3.2 Storage Parameters.** The recommendations in this section are taken from section 3.1 of ANSI Y39.19-1985, and are slightly modified. Note that the terms for archival information:

Medium picture film: It wound on reels or cores and stored in roll form. Reels should be wound in equilibrium and wound tightly but not under excessive tension. Reels mounted on cores, particularly those longer than 400 feet, should be stored flat (horizontally) unless the core itself is carried on a horizontal spindle that permits the lower part of the film frame supporting the load of the core.

Storage containers: For medium picture film, should preferably be steel reels and cans. Steel reels may be coated, but not lacquered or laminated. Preferred plastic container materials (cores and seals) are polyethylene and polyethylene (polypropylene). Acceptable plastic materials are polystyrene and polycarbonate. Polyvinyl chloride is not recommended for this use. Use of steel for reels is permissible, provided the reels are well protected from corrosion, including an active corrosion-inhibiting finish. Plastics that might give off reactive fumes or vapors during storage, such as polyurethanes or chlorides, shall not be used.

Reels of photographic film, preferably should be stored in closed containers for protection against dirt and physical damage. Color film shall be stored in closed, opaque containers or otherwise protected from light exposure. Multiple containers are those with telescoping slip-tips or threaded end on top. The materials used shall meet the same requirements as those for cores and seals. Closed containers are not air tight and may give limited access to ambient air. Therefore, if they are used, the humidity of the ambient air must not exceed recommended limits.

Sealed containers made from nonactive impervious materials shall be used where needed to maintain the humidity limits of the film to protect against gaseous impurities in the atmosphere.

where, or when low-temperature storage is used. Sealed containers are closed containers with friction-type or threaded ends on both slip-tips. Highest, or telescoping, lids may be used, but the joint shall be sealed by several wraps of pressure-sensitive adhesive tape having low permeability to gas. Taped cans within heat-sealed lid bags provide additional protection from high humidity. An airtight storage method is to seal the roll of film in a heat-sealed foil bag and then seal this package inside a second foil bag. This combined package is then put into a metal can that is taped. If tape is used, acetone retaping of joints every two years is recommended, in any case, if the tape seal is obviously deficient it should be replaced.

Pressure sensitive tape, if needed, shall be free from peroxide, and shall not be used in contact with the film, other than on the inner loop in a latent end.

Films may have possible interactions with other films that are of a different generic type. For example, nitrate versus acetate base. Films of different generic types should not be stored in the same reels or stored in the same containers. Cellulose nitrate film base is relatively unstable and, in considerable quantity may be a fire hazard. As the film breaks down, it gives off nitrate oxide, nitrogen dioxide and other gases. Films on nitrate base should never be stored with film on acetate base.

Closed containers are required unless the photographic film is protected from dirt and damage by the storage housing. Containers should be made of nonporous material such as anodized aluminum, stainless steel or peroxide and chlorine-free plastics.

**4.3.5 Storage Rooms.** Medium picture films having long-term value should be stored in closed buildings or on shelves and racks enclosed by doors in a storage room. The shelves or cabinets shall be arranged to permit overhead circulation of air in all film containers to provide uniform humidity and temperature conditions. The low-temperature shelves should be at least six inches above the floor, and after precautions taken against potential water damage. The storage room should be protected against fire and associated hazards as outlined in section 7 of ANSI Y39.19-1985.

should have a neutral gas strip of identical or, if it is similar type applied to both ends of the original film strip to duplications. This holds the ends of the film from the original strip and prevents it from coming loose. The strips are used for future inspection of the film. A system for automatic sampling and inspecting the films is highly desirable.

**3. References.**

1. American National Standard Practice for Storage of Processed Silver Photographic Film, ANSI Z39.19-1985.
2. American National Standard for Photostability (F200) — Archival Records Silver Gelatin Type on Cellulose Ester Base — Specifications, ANSI Z39.19-1981.
3. American National Standard for Photostability (F200) — Medical Records, Silver Gelatin Type on Polyester Base — Specifications, ANSI Z39.19-1981.
4. International Standard ISO 3166:1980, Photographic Practice for the Storage of Processed Silver Photographic Film.
5. Symposium on Broadcasting Union Technical Bulletin, "Archival Storage of Magnetic Tapes and Cassettes."
6. "Technical Aspects on the Preservation of Moving Images," International Preservation of the Documentary Heritage of Film Industry (IPIVI), Nov. 1977.
7. P. Z. Johnston, G. E. Graham, and L. F. West, "Preservation of Motion Picture Color Films Having Permeation Value," *J. SMPTE*, Vol. 70, No. 11, pp. 1011-1018, Nov. 1970.
8. P. Z. Johnston and J. F. McGee, "Stability of Processed Polyester Base Photographic Films," *J. Appl. Photo. Eng.*, Vol. 7, No. 6, pp. 368-369, Dec. 1961.
9. *The Book of Film Care*, Eastman Kodak Company, Publication No. H23, Sept. 1983.

The storage rooms should be conditioned as described in 4.3.1. Automatic environmental monitoring equipment that controls both temperature and humidity is most desirable. A less expensive alternative is to control only the temperature and store the film in moisture proof containers. Taped cans within heat-sealed aluminum polyethylene bags should provide protection from high or low humidity. Precautions should be made to clean the air supply of harmful gases and to minimize dust in the room.

**4.3.4 Handling Techniques.** Prior to storage, film should be inspected and cleaned. Wet moisture cleaning is preferred to wiping or dry cleaning. Wet cleaning may not be desirable for some specialty treated films; for example, bipolar film. Properly packaged film should be stored on suitable cores and joints on cores or reels. If the films are to be stored in a room or vault with controlled temperature and humidity, they should be placed inside clean cans, preferably one roll in a can. If the temperature is controlled but the humidity is not, the film should be pre-conditioned to the relative humidity recommended in 4.3.1. This may be accomplished by running roll film in a single surface, through a suitable conditioning cabinet. A conditioning time of 20 minutes is suitable. Reels of film may also be conditioned in the recommended storage humidity by remaining in the recommended atmosphere 3 days for 35 mm film and 1 week for 35 mm film. After conditioning, the roll should be placed in the can, taped with several wraps of pressure sensitive tape having low permeability to gas, and enclosed in a heat-sealed moisture bag. If a rubber film which has been kept in a reduced temperature is returned from the storage room, ample warm up time is necessary to permit the film to reach room ambient temperature before being used. The film should then be re-conditioned, as described above, before returning it to the storage room.

**4.3.5 Duplication and Inspection.** When inspection, test films will be duplicated, and the duplicate placed in long-term storage, the copy should be on polyester film base. Color motion picture film