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Document management applications — Archiving of electronic data — Computer output microform (COM)/ Computer output laser disc (COLD)

Applications de gestion de documents — Archivage de données électroniques — Microforme de sortie d'ordinateur (COM)/Disque laser de sortie d'ordinateur (COLD)

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Contents

Page

Foreword ..... **v**

Introduction ..... **vi**

1 Scope **1**

2 Normative references **1**

3 Terms and definitions **2**

4 Electronic data archiving **3**
4.1 Archiving functions 3
4.2 Functional specifications 3

5 Specifications related to micrographics options **4**
5.1 Choice of principles 4
5.2 Choice of microform type 4

6 Specifications related to micrographic recording **4**
6.1 Encoding formats 4
6.1.1 General 4
6.1.2 Line mode 5
6.1.3 Image mode 5
6.1.4 Form overlays 5
6.2 Conversion 6
6.2.1 General 6
6.2.2 Conversion of files in line mode 6
6.2.3 Conversion of files in image mode 6
6.3 COM recording process 6
6.3.1 Production parameters 6
6.3.2 Form overlays 6
6.3.3 Data reception 6
6.3.4 Data recording modes 7
6.3.5 Management of production interruptions or problems/faults/errors 8
6.4 Micrographic process 8
6.4.1 General 8
6.4.2 Development system 8
6.4.3 Integrated processing 9
6.4.4 Separate processing 9
6.5 Production control 9
6.6 Duplication of microforms 9
6.7 Microform preservation 9

7 Management of recorded data **10**
7.1 General 10
7.2 Identification and indexing of microforms 10
7.2.1 Titles 10
7.2.2 Indexes 10
7.2.3 Segmentation 11
7.2.4 Form overlays 11
7.2.5 Time-stamp 11
7.3 Indexing COM microfiche 12
7.3.1 General 12
7.3.2 Titling 12
7.3.3 Microfiche index page 12
7.4 Indexing 16 mm COM microfilm 12
7.4.1 Titling 12
7.4.2 Index pages 13
7.4.3 Blip generation 13
7.5 Indexing 35 mm COM microfilm 13

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7.5.1 Titling ... 13
7.5.2 Index pages ... 13
7.6 Indexing COM aperture cards ... 13
7.6.1 Titling and indexing ... 13
7.6.2 Punched data ... 14

8 Evidentiary aspects of COM recording ... 14
8.1 General ... 14
8.2 Integrity of recorded data ... 14
8.2.1 Irreversibility ... 14
8.2.2 Integrity of COM microfiche and 16 mm and 35 mm COM microfilm ... 14
8.2.3 Integrity of COM aperture cards ... 14
8.3 Stamping the microform ... 14
8.4 Time-stamping ... 15

9 COM-COLD dual recording ... 15
9.1 General ... 15
9.2 Recommended COLD media ... 15
9.3 Uniqueness of the original data ... 15
9.4 Parallel production ... 15
9.5 Similar visual results ... 15
9.6 Management of data recorded on COLD media ... 16
9.6.1 Administration ... 16
9.6.2 Retrieval and display of the data on COLD media ... 16
9.6.3 Indexing ... 16
9.6.4 Segmentation of file on COLD media ... 16
9.6.5 Form overlays ... 16
9.6.6 Labelling COLD media ... 16
9.6.7 Time-stamp ... 16
9.7 Electronic databases ... 17
9.7.1 General ... 17
9.7.2 Retrieval and display of database ... 17

10 Evidentiary aspects of COM-COLD dual recording ... 17

Annex A (informative) **Archiving electronic data subject to restrictions for privacy reasons on COM microforms ... 18**

Annex B (informative) **COM process and microforms ... 20**

Annex C (informative) **Long-term preservation of silver microforms ... 26**

Annex D (normative) **Microforms created for use as evidence ... 29**

Bibliography ... 33

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 171, *Document management applications*, Subcommittee SC 1, *Quality, preservation and integrity of information*.

This second edition cancels and replaces the first edition (ISO 11506:2009), which has been technically revised.

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Introduction

Businesses, administrations and organizations of all shapes and sizes are becoming more and more electronic in the way they operate, either by digitizing their paper documents, or by doing business purely electronically (networked procedures and declarations, on-line administrative forms, creating contracts electronically, etc.). In addition to facilitating the process of using, processing and transferring information, these practices reduce the volume of written information in relation to their paper equivalent.

The change towards electronic resources concerns information of all levels of importance or seriousness, from internal documents to medical files to accounting records, tax declarations, banking transactions and e-commerce. Questions concerning the authenticity and traceability of legal documents are therefore of critical importance. Many countries have made changes to their legislation in order to regulate the use of electronic processes in the presentation of evidence. The implication of questions of evidence regarding archiving techniques can therefore not be ignored, in an increasingly connected world, where cross-border transactions are common, and where the use of processes described as "paper free" only fuels the need for solutions that offer sufficient guarantees in terms of information integrity and durability.

Thus, and regardless of the motives, this new situation is creating a major problem: how to archive reliably and potentially for a very long period of time, data that have been created, converted to, or received in, electronic form. In effect, with regard to archiving techniques, it should be noted that an electronic document is linked to the software and hardware that is capable of interpreting it, displaying it and making it intelligible. This means that preserving an electronic document cannot be limited to storing, bit by bit, the digital data as a stored physical object due to the rapid obsolescence of computer hardware, software and peripherals. Archiving needs to make this information independent of the originating software and hardware storage platform, so as to guarantee its preservation during the required retention periods.

While this document recognizes the need to preserve documents using micrographic technology, significant advances have been made with standardization of file formats like PDF, PDF/A, as well as others. This document supports the continued use of film and emerging new kinds of micrographic media as a deep reference archive to electronic formats and media.

For centuries, paper was the preferred material for the archiving of written work, allowing information to be saved, managed, transmitted and proved. A single medium is not conceivable for electronic data, since accessing and consulting on-line is a dynamic approach, while archiving and presentation of evidence is a static approach, and these are thus antinomic. It then becomes necessary to analyse separately correlative technical resources to avoid confusing the "consumable" part of the electronic information with the part whose durability is essential for saving work.

The questions relating to the conditions in which the electronic data concerning nominative or sensitive information are stored are part of this issue. Dynamically storing such data presents a potential danger for privacy (see Annex A).

This demonstrates a real need for clarification and this document has been prepared to help economic and social partners to archive their electronic data with great care. It will help them answer questions relating to legal aspects as and when they arise, as well as those relating to the preservation of privacy and individual rights.

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Document management applications — Archiving of electronic data — Computer output microform (COM)/ Computer output laser disc (COLD)

1 Scope

This document specifies techniques for archiving electronic data to ensure their long-term integrity, accessibility, usability, readability and reliability, in order to protect the evidential value of the data.

In this document, long term is considered to be a period of time lasting more than a century (see ISO 18911).

Black-and-white microforms processed with liquid chemicals are used in this document because the result is always an irreversible record and because of the proven quality of microforms as a long-term preservation media.

This document also specifies procedures for the parallel recording, by a single production unit, of COM and COLD output from the same data.

It applies to many different types of electronic data, such as text and two-dimensional graphic data which can be represented as a black-and-white image.

It is not applicable to the following:

— animated images or sounds;

— three-dimensional images;

— images in shades of grey or in colour;

— X-ray images.

Neither is this document applicable to microforms created from dry thermal processes, since they offer insufficient guarantees in terms of irreversibility and longevity.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 6196-1, *Micrographics — Vocabulary — Part 1: General terms*

ISO 6196-2, *Micrographics — Vocabulary — Part 2: Image positions and methods of recording*

ISO 6196-3, *Micrographics — Vocabulary — Part 3: Film processing*

ISO 6196-4, *Micrographics — Vocabulary — Part 4: Materials and packaging*

ISO 6196-7, *Micrographics — Vocabulary — Part 7: Computer micrographics*

ISO 6196-8, *Micrographics — Vocabulary — Part 8: Use*

ISO 8514-1, *Micrographics — Alphanumeric computer output microforms — Quality control — Part 1: Characteristics of the test slide and test data*

ISO 8514-2, *Micrographics — Alphanumeric computer output microforms — Quality control — Part 2: Method*

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ISO 11928-1, *Micrographics — Quality control of graphic COM recorders — Part 1: Characteristics of the test frames*

ISO 11928-2, *Micrographics — Quality control of graphic COM recorders — Part 2: Quality criteria and control*

ISO 14648-1, *Micrographics — Quality control of COM recorders that generate images using a single internal display system — Part 1: Characteristics of the software test target*

ISO 14648-2, *Micrographics — Quality control of COM recorders that generate images using a single internal display system — Part 2: Method of use*

ISO 18901:2010, *Imaging materials — Processed silver-gelatin-type black-and-white films — Specifications for stability*

ISO 18911, *Imaging materials — Processed safety photographic films — Storage practices*

ISO 18917, *Photography — Determination of residual thiosulfate and other related chemicals in processed photographic materials — Methods using iodine-amylose, methylene blue and silver sulfide*

ISO/IEC 8859-1, *Information technology — 8-bit single-byte coded graphic character sets — Part 1: Latin alphabet No. 1*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 6196-1, ISO 6196-2, ISO 6196-3, ISO 6196-4, ISO 6196-7 and ISO 6196-8 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— IEC Electropedia: available at http://www.electropedia.org/

— ISO Online browsing platform: available at http://www.iso.org/obp

3.1
integrity
quality of being complete and unaltered

[SOURCE: ISO 13008:2012, 3.11]

3.2
irreversibility
result of a recording process depending on the chemical and/or physical transformation of a recordable medium into a non-recordable medium

3.3
computer output microform
COM
<process> structuring and recording of electronic documents on microforms

Note 1 to entry: Equipment for the production of microforms can use a generator of graphics (e.g. CRT, LED, laser and plasma screen), allowing the recording of electronic images on silver halide film.

Note 2 to entry: The official definition of the term COM in ISO 6196-7 does not take into account important evolutions of this technique in recent years.

3.4
computer output laser disc
COLD
process in which electronic data is structured and stored on WORM media or in WORM systems

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3.5
COLD medium
electronic data storage medium, created from a *COLD* (3.4) production

3.6
COM-COLD dual recording
parallel recording, by a single production unit, producing a double *COM* (3.3) and *COLD* (3.4) output from the same file

3.7
modular COM-COLD system
COM (3.3) production unit with a COLD module, capable of structuring and performing a *COM-COLD dual recording* (3.6)

3.8
evidentiary copy
reproduction made by technical means specially chosen so as not to interrupt the evidentiary effects of the reproduced document

4 Electronic data archiving

4.1 Archiving functions

The archiving of electronic data is based on a few important functions. In this document, the following functions are explained:

a) memorization;

b) accessibility;

c) usability;

d) legibility;

e) integrity.

These functions are interlinked. They have technical consequences and can also have legal consequences.

4.2 Functional specifications

a) The memorization function requires the use of durable media with quantifiable longevity.

b) The accessibility function requires the use of processes containing ways of retrieving information and making it available and transmittable.

c) The usability function requires the use of methods that have no risk of being rendered impracticable or incompatible due to tools becoming obsolete or operational methods disappearing.

d) The legibility function requires the use of signs or symbols that have a clear and consistent meaning.

e) The integrity function requires the use of recording and memorization methods that reveal any change in the information after it has been recorded.

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