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BSI Standards Publication

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

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National foreword

This British Standard is the UK implementation of ISO 11506:2017. It supersedes BS ISO 11506:2009, which is withdrawn.

The UK participation in its preparation was entrusted to Technical Committee IDT/1, Document Management Applications.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

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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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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*