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Micrographics — Expungement, deletion, correction or amendment of records on microforms

*Micrographie — Élimination, effacement, correction ou amendement
d'enregistrements sur microformes*



Reference number
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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.

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In exceptional circumstances, when a technical committee has collected data of a different kind from that which is normally published as an International Standard ("state of the art", for example), it may decide by a simple majority vote of its participating members to publish a Technical Report. A Technical Report is entirely informative in nature and does not have to be reviewed until the data it provides are considered to be no longer valid or useful.

Attention is drawn to the possibility that some of the elements of this Technical Report may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO/TR 12036 was prepared by Technical Committee ISO/TC 171, *Document imaging applications*, Subcommittee SC 3, *General issues*.

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Introduction

Expungement legally ordered on selective records by courts of law may jeopardize the admissibility of "expunged" microfilm as evidence in these courts of law. Microfilm is inherently a medium not easily subject to correction. Therefore, it is necessary to provide guidelines for expunging microfilmed records to ensure that uniform procedures can be followed which minimize the possibility of having microfilm rejected in the courts. This document is intended to provide guidelines for the best method, to date, of removing information from microforms.

A court-ordered expungement may be rescinded by a higher legal court or reconsidered by the originating court. If the microfilmed record has been destroyed or defaced in compliance with the first order before the rescinding order is received by the records custodian, the complete original record is lost forever. This is particularly true if the normal course of daily business allows destruction of the original document. This loss may be catastrophic to courts of law if further litigation becomes mandatory and the original document can no longer be produced in any form. In view of this possible pitfall, court administrators should be prepared to organize their files to provide for such contingencies. The prerogatives of legal courts in establishing or organizing operating procedures are unaffected by this Technical Report. Therefore, this document covers only a recommended means of removing a record or portion of a record in specific compliance with an ad hoc expungement order.