

Standards Committee Correspondence

Committee, AIIM C10 Quality and Micrographics

Re: Draft Meeting notes – for May 17, 2005
Meeting held in Philadelphia, PA

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TO: AIIM C10 Committee Members

Present:

Mary Sproat	Chester County Archives
John Breeden	Virginia Department of Transportation
Mike VanDamme	Fuji Film
Myron Chace	American Library Association
Bruce Allen	Anacomp
John Glover	Sourcecorp/Agfa Film
Barry Taggart	Church of Latter Day Saints
Hanley Riess	H.L. Riess Associates
Herman Silbiger	Applicom

Final Agenda and Summary of comments at meeting

- Introductions
- Changes and Approval of Agenda (C10/2005-001) – Motion approval by Bruce Allen, Seconded by John Glover, all in favor.
- Approval of Draft Meeting Notes for March 8, 2004 C 10 meeting. (C10/2004-003)
Corrected spelling of Hanley Reiss to be Hanley Riess. Motion to approve as amended by Hanley, second by Barry Taggart, all in favor.
- C 10 Annual Report (C10/2005-002) – included for reporting purposes, no discussion.
- C10 Scope
Responsible for micrographic technology including establishing quality control procedures and quality levels for source document, engineering and COM microforms, microform formats and specifications of supply items (e.g., physical dimensions and formats for microforms and the packaging of microfilm).
- Review of ballot on MS 9 & MS 10
 - Balloted in February of 02. (thickness buildup of aperture cards) (3 votes affirmative to withdraw and replace with ISO 6342). ISO 6342 may be dropped in the near future.
 - Committee is willing to let this standard and the adhesive measurement standard lapse. Industry practices are to use the cards but these measurement techniques not used.
 - Ballots to withdraw MS 9 and MS 10, replace with ISO 6342, 6343 will be needed.
- **ISO Standards 5 year review items: All votes positive for reaffirmation, guidance to TAG to TC 171**
 - ISO 11928-1,2 – Quality Control for Graphic COM recorders
 - Affirmative to reaffirm due to new applications for existing APA devices. There was one ballot for withdrawal but that was

- ISO 8126 – Duplicate film density measurements and specifications
- ISO 10459 – A6 Aperture Cards
- ISO 10549 – Rotary Camera Quality Control
- ISO 3276-6 – Engineering Drawings, QC for enlargements from 35 mm film.
- 8514-1,2 – Quality Control of Alphanumeric COM recorders
- ISO 6200 1999 - Micrographics – First Generation silver-gelatin microforms of source documents – Density specifications and method of measurement
- ANSI/ISO 10198 1994 – Micrographics – Rotary Camera for 16 mm microfilm – Mechanical and Optical Characteristics
- ISO 10550 1994 Micrographics – Planetary Camera systems – Test Target for checking performance

ISO Standards in development:

- ISO/NWI/CD 9878 – Graphic Symbols for use on Micrographics
- Ballot closed 5/16/05 (3 voted to submit as DIS, one for CD)
- Recommendation to TAG will be submit for DIS.
- Symbols not always easily recognizable but move to ISO symbols and use is positive.

Status of documents from previous actions:

- Status of MS 43 (C10/2003-002) (reaffirmed)
- Status of MS 23 (C10/2003-003) (publishing shortly)
- ANSI/AIIM TR 4 – Silver Recovery Practices (published)
- Update on Standards Board review of C 10 & C 18 programs of work – Betsy Fanning
 - Status of AIIM/ANSI TR 13 - Preservation of Microforms in an Active Environment - Guidelines
 - Lost in the translation (time). Chair needs to recommend moving to C 18 to standards board.
 - Chair to make full program recommendations.
- Periodic Review Documents
 - MS 11 Microfilm Jackets – consideration of adoption of ISO 8127
 - MS 28 – Alphanumeric COM Quality Control – potential adoption of ISO 8514-1,2
 - Subtle differences due difference in paper sizes, likely adopt ISO.
 - MS 15 2000 Dimensions and Operational Constraints for Single-Core Cartridge for 16mm Processed Microfilm - Adoption of ISO 7761 2005.
 - ISO 6199 has been approved for publication, committee will be asked to consider replacement of MS 14.
 - ISO 7761 1,2 has been published, committee will be balloted now to replace MS 15-2000.
 - Next meeting – Philadelphia, 2006