

Standards Committee Correspondence

Date: March 11, 2005

No. C19/2005-002

2004 ANNUAL REPORT

Committee Title: C19, Terminology Committee

Chair: Name: John Breeden
Address: 1201 East Broad Street, Richmond, VA 23219
Voice: 804-786-0954
FAX: 804-225-3659
E-mail: John.Breeden@VDOT.Virginia.gov

Standards

No ANSI standards are currently in the program of work. All work activities are either ANSI/AIIM technical reports or documents being worked on at the international level.

Technical Reports

ANSI/AIIM Technical Report 2 – Glossary of Document Technology

Description of Anticipated Projects

The committee will be expanding its electronic document international activity, beginning with workflow terminology.

International Activity

The committee is a resource for AIIM's Technical Advisory Group to ISO Technical Committee 171.

ISO 6196.1 Micrographics-Vocabulary, Part 01 General Terms
ISO 6196.2 Micrographics-Vocabulary, Part 02 Image Positions and Methods of Recording
ISO 6196.2 Micrographics-Vocabulary, Part 03 Film Processing
ISO 6196.4 Micrographics-Vocabulary, Part 04 Materials and Packaging
ISO 6196.2 Micrographics-Vocabulary, Part 05 Quality of Images, Legibility, Inspection
ISO 6196.2 Micrographics-Vocabulary, Part 06 Equipment
ISO 6196.2 Micrographics-Vocabulary, Part 07 Computer Micrographics
ISO 6196.8 Micrographics-Vocabulary, Part 08 Use
ISO 6196.2 Micrographics-Vocabulary, Part 09
ISO 6196.8 Micrographics-Vocabulary, Part 10 Index
ISO 12651-1: Electronic Document Management-Vocabulary-Part 1: Electronic Document Imaging

The committee received one affirmative and five affirmative ballots for the 12651-1 ballot. These comments were forwarded to the ISO level within TC 171.

Listing of Committee Meetings, Conference calls etc.

None

Committee Internal Operating Procedures

Because of the geographic distribution of its members, the committee conducts its business by e-mail and teleconference. The annual physical meeting at the AIIM Show and Conference is an opportunity for extended discussions and for presentations on subjects of shared interest. The discussions help to shape committee direction and effort.

Other

The committee is seeking to expand its size and ensure consistency of the use of terminology in all AIIM standards and reports by enlisting additional members to represent the other AIIM standards committees. Each committee chair is being asked to designate a member of their committee to act as liaison between their committee and C19.

Committee Membership

See Membership Roster C19/2005-001