

**C22, Evidentiary Support
June 18, 2008**

Conference Call Meeting

Draft Meeting Minutes

1. Introductions

The C22 meeting for June 18, 2008 was called to order at 2:03 p.m. by Paul Doyle, committee co-chair. Those participating in this meeting included:

Rick Barry
Liz Castro
Charles Dollar
Paul Doyle, Co-Chair
Vigi Gurushanta
Larry Medina
Janet Strauss
Bob Williams, Co-Chair
Betsy Fanning
Ebony Downtin

The agenda (C22 2008-003) for the June 18, 2008 meeting was approved as presented. (Strauss/Medina)

2. Review of re-initiated C22 Committee

Paul Doyle reviewed the history of the association between he and Bob Williams which led them to become co-chairs of the C22 committee when AIIM contacted Bob Williams about chairing the committee. The objective for C22 is to bring fresh thought and content on evidentiary support, legal items and authenticity to those who visit the AIIM website. This does not necessarily mean that the committee will be drafting numerous pieces of content rather that the committee will be identifying items to be made available via the web. It is also important to identify the competency and the capacity of the committee for the proposed work.

Bob Williams discussed the plans to evolve the group from a group that develops content (standards, technical reports, etc) to one that distributes content and is more of a vehicle for sharing information from free sources that is relevant to the audience. It is envisioned that the AIIM website will become a repository for the resources and will include abstracts or perspectives on each item.

3. Open Discussion

The committee discussed the need to review and provide comment on the following existing standards at the international level:

- ISO 15801, *Electronic imaging – Information stored electronically – Recommendations for trustworthiness and reliability*. This document is currently being revised. The C22 committee will be asked to provide comments on it when the next version is available.
- ISO 18492, *Long-term preservation of electronic document-based information*. This document will be available for review in a year or so as a part of its normal reconfirmation process.
- ISO 15489, *Information and documentation – Records management*. Part 1 contains general information and part 2 contains guidelines for implementing part 1. This document was drafted by TC 46 SC11. The US Technical Advisory Group responsible for this under the auspices of ARMA. The C22 committee may provide comments to the ARMA committee as necessary.

The evidentiary support issue keeps coming up in numerous discussion venues so it is important to be able to provide content to help users better understand the issues. The Sedonna Group published a new work white paper.

It was observed that some in the federal judiciary believe that certain new technology issues are creating a need to revise the Federal Rules of Civil Procedure (FRCP).

The committee discussed the need to expand the involvement of more committee members and to increase the number of members as well as the visibility of the committee. It is thought that this will be addressed through providing the content and commentary on the web.

The committee discussed reviewing and possibly revising ANSI/AIIM TR31 as it does not include information on the FRCP.

Also identified for consideration of work is reviewing the DoD 5015.2 specification and MoReq2 and provide guidance as to how they work in a legal environment. It was noted that ARMA and AIIM will jointly work on a new version of 5015.2 that is less focused for the government sector.

It was noted that recordkeeping reform is a high priority for the SEC particularly in the area of creation of reliable records.

The committee discussed the need for the committee to review content and make recommendations based on the Federal and criminal evidentiary point of view.

Other work items for consideration included producing a US version of the French proposal made during the TC 171 meeting in London last year. Vigi Gurushanta attended the meeting. AIIM staff will obtain more details on this item from the US delegates who attended the meeting.

ARMA and TC 46 SC11 are working on ISO/DTR 26102, *Information and documentation – Requirements for long-term preservation of electronic records* which some of the C22 members have already provided comments on.

Another area that may be considered is digital or electronic signatures as there needs to be a distinction made between the two.

AIIM Staff will initiate liaison relationships with the following groups if they do not already exist:

- X9
- American Bar Association
- SPIRS Group
- ARMA (a relationship already exists)
- Sedonna Conference

Other items identified were the BSI Code of Practice and the Canadian Document of Evidence.

4. Wrap-up and Next Steps

The next steps for the committee include:

- Adding to a list the content and articles that should be considered to be identified as Evidentiary and Authenticity resources on the AIIM website.
- Result of reviews from committee members of the items identified in item 1 with perspectives that can be shared on the AIIM website.
- List of the people who should be targeted to participate on the committee.
- AIIM will open up a wiki to facilitate the gathering of content and perspectives.

The committee discussed the need to identify the materials available that should be included in the repository and to determine if the items may be made available on the AIIM site with or without advisory or perspective information.

AIIM will need to have a statement appear on the website to have a disclaimer that no one should believe or infer that any legal advice is being presented in any of the information displayed on the website and refer the readers to their legal counsel with any questions.

The committee will meet on a 4 to 6 week bases with the goal of identifying a number of resources that can be posted on the AIIM website by early September.

The next meeting for the C22 committee will be on July 23 beginning at 2 p.m. Eastern.

5. Adjournment

The June 18 meeting of the C22 committee was adjourned at 3:05 p.m.
(Dollar/Gurushanta)