

STANDARDS CORRESPONDENCE

C-24

No. 2004-02

To: AIIM C-24 Committee Members

Re: Electronic Imaging Minutes of meeting held Monday March 8, 2004

Chair of the Meeting: Richard J. Laxman, Family and Church History Department,
LDS Church

Time of Meeting: 9:00 am Postponed until 10:00 am

The meeting was postponed from 9:00 am until 10:00 am due to the Keynote speech.

At 10:20 meeting was convened

PARTICIPANTS IN THE MEETING

NAME OF PARTICIPANT	COMPANY ADDRESS	PHONE / FAX / EMAIL
Richard J. Laxman	Family and Church History LDS Church 50 E. North Temple, SLC, Utah, 84150	801-240-5315 801-240-1216 laxmanrj@ldschurch.org
Barry Taggart	Family and Church History LDS Church 50 E. North Temple, SLC, Utah, 84150	801-240-5693 801-240-1216 taggartbv@ldschurch.org
Herbert J. White	Family and Church History LDS Church 50 E. North Temple, SLC, Utah, 84150	801-240-2298 801-240-1216 whitehj@ldschurch.org
Wayne Metcalfe	Family and Church History LDS Church 50 E. North Temple, SLC, Utah, 84150	Observer
Herman Silbiger	Applicon 24 Mulberry Av Tinton Falls, NJ, 07724	735-542-1916 hsilbiger@ieee.org

1. Opening of Meeting – Rick Laxman
2. Introductions
3. No Minutes were available
4. Approval of Agenda Discussion on Electronic Imaging
 - a. Suggest Discussion on Next steps and what type of standards should be added to the list of standards
 - b. Status of the member of the committee
 - c. Barry Taggart - Motion
 - d. Herb White – Second Status of the member of the committee

5. Discussion of All are standards or technical reports – C24
 - a. MS153 – Replace with
 - i. ISO 14985 for adoption will be balloted to the committee
 - b. MS 4 – Withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - c. MS52 – Vote withdrawal
 - i. ISO 10196 for adoption
 - d. MS53 – Withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - e. MS55 – Consider for reaffirmation
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - f. MS 58 – Consider for reaffirmation
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - g. MS 60 – Consider for reaffirmation
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - h. MS 61 – Consider for reaffirmation
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - i. TR 105A Consider for documents to be combined TR35 as appropriate
 - i. Copy of TR105A and TR35 to be sent to members for consideration to combine documents
 - ii. Consider the adoption of ISO 14105
 - j. TR 123 – Consider for withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - k. TR 124 Consider for withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - l. TR 15 – Consider reaffirmation & replace with ISO Standard
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - ii. When available replace with ISO 10196
 - m. TR 17 Consider withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - n. TR 19 Consider reaffirmation
 - i. Copy of standard to be sent to members for reaffirmation ballot

- o. TR 22 – Consider withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - p. TR 27 – Consider for reaffirmation and possible updating
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - ii. As second question will be addressed to the committee regarding the update of the document.
 - q. TR 29 – Consider reaffirmation
 - i. Copy of standard to be sent to members for reaffirmation ballot
 - r. TR 32 – Consider withdrawal and adoption of ISO Standard
 - i. Consider adopting ISO 12029 will be balloted to the committee
 - s. TR 33 - Consider withdrawal and adoption of ISO Standard
 - i. Consider adopting ISO 12033 will be balloted to the committee
 - t. TR 35 Consider for documents to be combined TR 105A as appropriate
 - i. Copy of TR105A and TR35 to be sent to members for consideration to combine documents
 - u. TR 37 Consider withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - v. TR 40 – Consider withdrawal
 - i. Copy of standard to be sent to members for withdrawal ballot
 - w. TR 42 – Consider reaffirmation or withdrawal
 - i. Copy of standard to be sent to members for reaffirmation or withdrawal ballot
6. Discussion of all are standards or technical reports Sub Committee 24.1
 - a. Check on Status of the committee with AIIM Staff and the Standards Board
 7. Discussion on direction of the committee
 - a. Status of the member of the committee
 - i. It was discussed and agreed that a survey of the membership of C24 needs to take place. All members will be asked if they would like to continue with their membership. A new membership list will be created
 - ii. Ballot for the committee will be forwarded to only those members who have an interest in continuing their support of the committee.
 8. Items that need future discussion
 - a. Possible new work items

- i. Imaging Security what are the threats to image files, ensure that the file is a pure image file, authenticity, piggyback on junk mail, worms for the future.
 - ii. Steps to ensure that the image has not been altered, no standard or technical reports are available.
 - iii. Standard on how to check to ensure that the image files remain authentic when you send or retrieve images across the wide image campus.
 - iv. Enumerating what the possible threats are to the image etc...
 - v. Outline to be put together by July 31, 2004
 - vi. Comment on idea for on this project
 - 1. Herman move create a standard based on this.
 - 2. Herb second the motion
 - b. Second petition that the digital version of MS 23 be moved to the C24 committee for creation and Herb White will be the editor. Herb White will put together the outline
 - i. Motion by Herb White
 - ii. Second by Herman Silbiger
 - c. Publish a request in AIIM publications for new projects in addition to the two listed above
- 9. Action Items for Standard Board
 - a. Propose to move the TR 123 (Digital MS 23) from DIPQ
 - b. Propose that a new project be created as digital security, not storage or archiving, it is security for files between systems and authenticity
- 10. Recruit new members for the committee.
- 11. Future meeting in Philadelphia Next year.
- 12. Additional New business
- 13. Motion to adjourn
 - Herb
 - Herman