

Standards Correspondence

Committee: Digital Image Quality Preservation (DIQP)

Document No. DIQP 2006-002

Date: of Meeting: April 14, 2005

Meeting Notes – Digital Image Quality Preservation Meeting

The AIIM DIQP 2005 meeting was held from 3:00 PM to 5:00 PM at the Philadelphia Convention Center, Philadelphia PA

Bob Breslawski opened the meeting at 3:00 PM and asked the participants to introduce themselves.

Present:

John Grosso	ImageGraphics
Lars Meyer	Emory University
Myron Chace	American Library Association
Gerard Cathaly	National Library of France
Barry Taggart	Church of Latter Day Saints
Dan Schneider	Self
Herb White	Church of Latter Day Saints
Rick Laxman	Church of Latter Day Saints
John Breeden	Virginia Department of Transportation
Susan Farnand	Eastman Kodak Company
Charles Dollar	Dollar Consulting
Robert Breslawski	Eastman Kodak Company
Mike Maxwell	ACS

Bob Breslawski called for a review of the meeting agenda (DIQP 2005-001). The agenda was approved as presented. Motioned for approval by Herb White, second by Dan Schneider, vote: unanimous.

Discussions and Presentations:

Datasurance^R – Mike Maxwell presented a potential offering by ACS that would involve the use of 2D barcode to record binary information on microfilm. Mike has sent a copy of his powerpoint slides to committee. Some key points of the presentation are as follows:

- Challenges to preservation of digital information are many including
 - Future financial commitments.
 - Awareness of management turnover
 - Cost versus compensation or value of information
 - Who will be around to administer or monitor digital migrations.
 - Migration is required every 3 to 6 years and suffers typically a 0 to 3% loss.

- Datasurance^R is a program under development by ACS that will take any binary file and write it to film in binary format using an ISO standardized 2D barcode.
- The film has no need to be migrated and can be scanned with any typical microfilm scanner such as those provided by Kodak, Wickes and Wilson, Meckel, nextScan or other.
- While the process of converting the files to the barcode is proprietary, ACS would make the source code available as needed.
- Systems files and metadata are also stored on the film with the subject information, thus always retrievable.
- ACS planned to market the product as a service through outsourcing channels.

Market trend update – John Grosso

- Services continue to grow.
- Some improvements in the quality of information provided with images has been observed over the last year.

Electronic MS 23

- Bob Breslawski distributed a tutorial that Roger Markham and others at Kodak created called “Image Quality of Electronic Images on Micrographic Media.
- The committee felt that the paper has merit as a white paper or possibly as a recommended practice with further modifications.

New Business

- The participants felt that getting together again at the next AIIM conference was worthwhile.
- Additional work should be done on the MS 23 for digital documents to film.

Meeting adjourned at 5:00 PM, motioned by Rick Laxman, seconded by Dan Schneider.

Intended to preserve digital images and files on 16, 35 and 105 mm microfilm. John's presentation has been written to PDF and is to be distributed with the meeting notes. John indicated that industry objectives were quite variable and a range of modern and mature film formats are typically requested. Typical applications included state and local governments, utilities and aerospace applications with long term retention requirements. John identified the need for hybrid standards aimed at industry specific or vertical market groups. Process documentation and guidelines for agencies submitting work to be preserved would be helpful. For instance, there is a need to define metadata requirements such as scanner data related to the digital files. Frequently, there is a mismatch between the quality targets and the practical resolution required to do the actual job. John indicated that digital files are sometimes corrupted during handoff to him, thus he prefers zipped files or CRC check as verification that the digital file he receives is intact as intended. He also felt that standardized guidelines for compression or file wrappers would be helpful.

Roger Markham's presentation highlight many of the same points, and additionally explaining that he has seen a 40% CAGR for archive to film related products in the last

year. Time obsolescence issues for digital files dictate the need to write now, rather than later since errors creep in over time even with digital systems. Roger suggested the need for guidelines on audit trails for data and guidelines for reconversion of analog images back to digital files. This is part of the the ANSI/AIIM electronic MS 23 originally proposed by Herb White that will be transferred to the C25 committee under Rick Laxman. Roger stressed systems and process quality control techniques as shown in his attached slides. Scanners, film writers, processing should all be controlled independently as well as in a linear fashion.

The group agreed that an AIIM recommended practice for quality control procedures on putting digital images and data to film was a good project with a more defined focus than trying to control the entire process from capture to re-display. Bob Breslawski agreed to write the project proposal and vet it through the volunteers who enlisted to support the project. Those volunteers included but are not limited to Roger Markham, John Grasso, Fred Grevin, Ed Rummel, Lew Jacobs and a representative of the GSU.

Present:

Gerard Cathaly

Bernard Fages

Charles Dollar

Sy Bram

Fred Grevin

Barry Taggart

John Grosso

Ed Rummel

Dan Schneider

Robert Breslawski

Rick Laxman

Herb White

Len Jacobs

BNF France

BNF France

Cohasset Associates

Department of Buildings, NYC

NYC Department of Environmental Protection

GSU

IGI Inc.

BlipChip Products

self (C22 liaison)

Eastman Kodak Company

LDS Church

LDS Church

Ricoh, Canada

From: Russell J Burkel <rburkel@juno.com>

To: Mikeoris@aol.com

Date: Wed, 25 Feb 2004 20:28:52 —0600

Subject: Lobbying Effort Report

NARA Electronic Records Archive (ERA)

Goals stated in ERA documents.

1. The ERA architecture and design is to be evolvable, scalable, and extensible over time in order to effectively insulate records against hardware or software dependence and support system maintainability. NARA intends to create an ERA solution that minimizes operation and support costs throughout the life of the system.
2. The ERA persistent format is one that is supported by a preservation strategy for diminishing the impacts of technological obsolescence, minimizing dependence on specific hardware and software, and enabling retrieval and output of authentic copies of the records in the future.
3. The essential requirement that must be addressed in preservation of electronic records is this: how to preserve the essential characteristics of these electronic records in the face of continuing change in the information technology used to store, retrieve, archivally process, communicate, and manage these records.
4. The ERA system will be able to take any type of record, from any entity in the federal government, created using any type of application, on any computing platform, and provide discovery and delivery to anyone with an interest and legal right to access, now and for the life of the Republic.

Acquisition Strategy

The contract period of performance, including all options, will be eight (8) years.

Comment

For some time now, I have been lobbying for ERA adoption of the digital / analog solution used for the 2000 Census. The system goals outlined above can be met with a hybrid approach, with minimal risk, and predictable ongoing maintenance costs.

At this point, NARA has rejected the hybrid human readable backup, even though various members of the Reform Committee believe it has merit. It is impossible to predict how this will play out in the next 8 years, but I believe it may be a repeat of the Census 2000 decision. At the eleventh hour Congress forced NARA and the Census Bureau to back up the Census forms on microfilm. In the meantime, as NARA spends Millions of taxpayer dollars to develop digital preservation, I will continue to lobby for hybrid.

2010 Census

In recent dialog with the Census Bureau, I've learned there are no plans in place for 2010.

Statements

1. They admit that microfilm preservation was the best solution for Census 2000.
2. They acknowledge that microfilm was an important aspect of archiving for Congress.
3. They will incorporate the lessons learned from 2000 and enter into dialog earlier with NARA to determine how best to meet their (NARA5) archiving requirements.

As with ERA, it's difficult to predict which direction they will take, however, I think NARA will delay the decision as long as possible and again float the concept of dropping microfilm for digital preservation. This indecision puts microfilm hardware manufacturers in the position of not knowing if the Federal Government will continue using microfilm. With the help of David Mc Millen of the Reform Committee we are pushing Census and NARA to make a decision soon.

Anyone with questions or comments please give me call 8 414 764 1702 Russ Burkel