

Standards Correspondence

Committee: Digital Image Quality and Preservation
TO: AIIM DIQP Committee Members
Re: Draft Meeting Notes

Document No. DIQP 2006-003
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The AIIM DIQP meeting was held on Tuesday, May 16, 2006 from 3:00 PM to 5:00 PM at the annual AIIM Conference and Exposition. The meeting took place at the Philadelphia Convention Center, Philadelphia PA.

Present:

Myron Chace	American Library Association
Larry Telford	L.D.S Church
Rick Laxman	L D.S. Church
Charles Dollar	Dollar Consulting
Bernard Fages	BnF
Ginny Jones	Newport News Dept. of Public Utilities
Gerard Cathalay	BnF
Mike VanDamme	FujiFilm
Barry Taggart	L.D.S. Church
Bill Neale	Filenet
Dan Schneider	USDOJ-JMD
Jack Reese	Ancestry.com
John Grosso	ImageGraphics
Bob Breslawski (chair)	Eastman Kodak Company

Revised Draft Agenda:

Opening of Meeting – R. Breslawski

1. Introductions – as shown above.
2. Approval of Agenda – motioned approval by Dollar, seconded by Jones, approval unanimous
3. Review and approval of last years meeting notes (DIQP 2006-002) Motion for approval by Rick Laxman, second by Charles Dollar. All in favor with no objections or comments.
4. Market trend update – John Grosso

John Grosso provided an update of what he has seen since the last meeting related to preservation services involving digital to film from his perspective.. Some things have changed and others have not.

- Typical image sets are not organized by document management systems prior to sending for film creation.
- A good file directory structure would yield an easier process of creating document archives on film. The simpler the better is a good rule.
- John finds file naming conventions differ from state to state and agency to agency.
- Certificates of authenticity also vary between agencies.

- Resolution targets included are often meaningless since they were not created digitally but maybe scanned in targets that are not appropriate for film writers.
- Some removable media is unreliable and cannot be read when received from the customer.
- PDF files may come in without embedded fonts, tiff image file format is preferred since then no conversion is needed.
- PDF and Tiff files both can come in with corrupt dimension tags.
- There is a lack of standards for digital to film and on the image capture side.
- MS 44 is the key recommended practice but covers only the capture side and does not do color. (ISO working on a color document scanner project).
- Grayscale and color needs are confounding market needs.

The group agreed that collaboration with C 24 in reviewing and producing a E version of MS 23 is definitely needed. Rick Laxman is chair of C 24 and leading the effort.

5. Commentary on recently published Z 43 C N 37.pdf – Gerard Cathlay
 - Gerard summarized recent French standards work defining techniques for using COM for preservation of digital information due to the need for human readable preservation records.
 - Quality and legibility requirements were defined in this document.
 - Jurisdictional information has been included in an informative annex.
 - The standard was produced to support long term limited access preservation.
 - Gerard will send a copy of Z43-400 to Bob Breslawski for possible translation.
6. White paper potential – AIIM Recommended Practice (ARP) for digital to film
 - The group felt that this paper has merit but the first item of business should be the e-MS 23. Further work to incorporate these concepts into the e-MS 23 to be part of C 24 work.
 - Rick Laxman agreed to coordinate the project between C24 and DIQP.
7. Records Management related standards for DIQP – Ginny Jones
 - Ginny Jones reviewed existing standards for digital preservation related topics, especially related to electronic records. Her complete report is attached to these meeting notes.
8. New items or other discussion topics.
 - Charles Dollar agreed to provide the URL for the data storage technology assessment. It is as follows:
www.nta.org/docs/DataStorageTechAssessment.doc
 - Bill Neale also suggested that the group needed to expand their horizons to include best practices related to non traditional media preservation techniques.
9. Future meetings – Boston AIIM Conference April 2007.

Standards – Ginny Jones Contribution

ANSI/PIMA IT9.23 ISO 18923-2000 Imaging materials – Polyester Base Magnetic Tape – Storage Practices

ANSI/PIMA IT9.25 ISO 18925-2002 Imaging Materials – Optical Disc Media – Storage practices

ISO 19005-1 Document Management - Electronic document file format for long term preservation - Part 1: Use of PDF 1.4 (PDF/A-1)

ISO 18921:2002 Imaging materials -- Compact discs (CD-ROM) -- Method for estimating the life expectancy based on the effects of temperature and relative humidity

ISO 18927:2002 Imaging materials -- Recordable compact disc systems -- Method for estimating the life expectancy based on the effects of temperature and relative humidity

ISO/IEC 17799:2005 Information technology -- Security techniques -- Code of practice for information security management

Standards in Progress

ISO/FDIS 18926 Imaging materials - Information stored on magneto-optical (MO) discs -- Method for estimating the life expectancy based on the effects of temperature and relative humidity

ISO/FDIS 18933 Imaging materials -- Magnetic tape -- Care and handling practices for extended usage

ISO 18934 Imaging materials -- Multiple media archives -- Storage environment

On-line Pubs and Information

CD-R Media Longevity

<http://www.cd-info.com/CDIC/Technology/CD-R/Media/Longevity.html>

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THE CD INFORMATION CENTER

<http://www.cd-info.com/index.html>

MEDIA QUALITY & LONGEVITY

<http://www.cd-info.com/tech/media/quality.html>

CD-Recordable FAQ - section 7

<http://www.cdrfaq.org/faq07.html#S7-5>

Preservation Of Library & Archival Materials: A Manual

Third Edition Revised and Expanded

Edited by: Shereilyn Ogden 1999

<http://www.nedcc.org/plam3/manhome.htm>

[can be downloaded for free]

Care and Handling of CDs and DVDs —A Guide for Librarians and Archivists

Fred R. Byers

2003

<http://www.clir.org/pubs/abstract/pub121abst.html>

[can be downloaded for free]

Copyright Issues Relevant to Digital Preservation and Dissemination of Pre-1972 Commercial Sound Recordings by Libraries and Archives

by June M. Besek

December, 2005.

<http://www.clir.org/pubs/abstract/pub135abst.html>

[can be downloaded for free]

National Digital Preservation Initiatives: An Overview of Developments in Australia, France, the Netherlands, and the United Kingdom and of Related International Activity

Neil Beagrie

April, 2003

<http://www.clir.org/pubs/abstract/pub116abst.html>

[can be downloaded for free]

Magnetic Tape Storage and Handling: A Guide for Libraries and Archives

John Van Bogart

June 1995

<http://www.clir.org/pubs/abstract/pub54.html>

[full text available from this site]