

**Draft Meeting Minutes
PDF/Archive**

**AIIM Headquarters – Silver Spring, MD
Conference Call Meeting
August 11, 2008**

1. Introduction and Welcome

The PDF Archive committee was called to order at 9:15 a.m. by the chairman Steve Levenson. Those participating in the meeting included:

Stephen Levenson, Chair	US District Courts
Harold Heard	Citi Group
Diana Helander	Adobe Systems
Noah Katz	Lockheed Martin
Butch Lazorchak	Library of Congress
David McDowell	NPES
Leonard Rosenthal	Adobe Systems
Susan Sullivan	NARA
Ebony Dowtin	AIIM
Betsy Fanning	AIIM

2. Approval of Draft Agenda

The agenda for the August 11, 2008 meeting (PDF/A 2008-003) was approved as presented. (Rosenthal/Sullivan)

3. Approval of Draft Meeting Minutes

The draft meeting minutes from the November 28, 2007 meeting (PDF/A 2007-008) were approved as presented. (Rosenthal/Lazorchak)

4. Discussion of work item

- PDF/A Ballot 2008-002 results (Systematic Review)
 - US Vote is to confirm ISO 19005-1.
 - Committee discussed why the systematic review ballot was conducted after obtaining permission to not have the standards subject to the systematic review process. It was noted that all new standards must go through the systematic review on their 3 year anniversary after which if

the document is confirmed then the special dispensation for no future systematic reviews will be in effect.

- PDF/A Ballot 2008-001 results (Committee Draft Ballot)
 - The PDF/A Committee vote recommends the US vote to be AFFIRMATIVE WITH COMMENTS.
- Comments for ISO/CD 19005-2 – Review of comments as provided to the committee prior to the meeting – Comments were all numbered uniquely and are what will be used to reference the discussion/decision on each comment.
 - US1 – This is an editorial change to remove "additional" in reference to "constraints". The committee agreed to move the comment forward to the US vote.
 - US2 – This is an editorial change to add the title of the RFC. Agreed to move the comment forward to the US vote
 - US3 – The committee agreed not to forward this comment as a part of the US vote. Instead it will be documented in the FAQs. The committee reviewed the normative references and discussed which PDF version the standard was based upon.
 - US4 – This is an editorial change to add a number to the note. Agreed to move the comment forward to the US vote.
 - US5 – This is an editorial change to renumber the definitions. Agreed to move the comment forward to the US vote
 - US6 – This is an editorial change to more consistently identify the references to ISO 32000-1 throughout the document. Agreed to move the comment forward to the US vote.
 - US7 – This is an editorial change to fix the font on the references. It was noted that no reference should be italicized. Agreed to move the comment forward to the US vote.
 - US8 – This is an editorial change in the referencing of sections of the standard that apply. Agreed to move the comment forward.
 - US9 – This is an editorial change as there were two notes number identically. The notes need to be renumbered. Agreed to move the comment forward.
 - US10 – This is an editorial change as the note is not in the correct format. Agreed to move the comment forward.
 - US11 – This is a duplicate comment for US9 and will not be moved forward.
 - US12 and US13 – This is an editorial change as notes do not need to be numbered when only one note appears in a given clause or sub-clause. Agreed to move the comment forward to remove the note number.
 - US14 – This is an editorial comment to remove the word "see" for the reference to ISO 32000 as ISO standards do not use "see" for these types of references. Agreed to move the comment forward.
 - US15 and US16 – These are editorial comments and referring to the same item and is a formatting issue. The information with 6.2 is not a header but is a paragraph under 6.1.12. Agreed to move the comment forward.

- US17 – The committee revised the wording in the note to provide clarification and agreed to move the comment forward.
- US18 – The reference in Note 1 was not clear. The committee agreed to change the reference to 'by this clause' to be more specific. The comment will be moved forward.
- US19 – Comment will move forward to be included in the US vote.
- US20 – Comment will move forward to be included in the US vote.
- US21 – Comment was withdrawn and will not be included in the US vote.
- US22 – Comment will move forward to be included in the US vote.
- US23 – Comment will move forward to be included in the US vote with "may" being changed to "might" and "This implies..." being removed.
- US24 – Comment was withdrawn and will not be included in the US vote.
- US25 – Comment will move forward to be included in the US vote. We will request that the editor's note be removed.
- US26 – Comment will move forward to be included in the US vote. We will request that the editor's note be removed.
- US27 – Comment will move forward to be included in the US vote. We will request that the editor's note be removed.
- US28 – Comment will move forward to be included in the US vote.
- US29 – Comment will be included in the US vote but will be merged with US31.
- US30 – US will state that the reader must respect overprint. The comment will move forward as part of the US vote. It was noted that PDF/X-4, PDF/E and ISO 32000-1 do not restrict and that they allow for values up to 16. If an image is detected that has a key as a parameter of the image with a value of 1,2,4, 8, 16 and if the filter equals JPEG2000, the bits per component key is ignored. If the filter does not equal JPEG2000, then it will have a value.
- US31 – Comment will be merged with US29 and a note included in the comment provided as a part of the US vote.
- US32 – Comment will move forward to be included in the US vote.
- US33 - Comment will move forward to be included in the US vote.
- US34 - Comment will move forward to be included in the US vote.
- US35 - Comment will move forward to be included in the US vote.
- US36 - Comment will move forward to be included in the US vote.
- US37 - Comment will move forward to be included in the US vote.
- US38 - Comment will move forward to be included in the US vote.
- US39 - Comment will move forward to be included in the US vote.
- US40 - Comment will move forward to be included in the US vote.
- US41 - Comment will move forward to be included in the US vote.
- US42 - Comment will move forward to be included in the US vote.
- US43 – Comment will not be included in the US vote.
- US44 - Comment will move forward to be included in the US vote.
- US45 - Comment will move forward to be included in the US vote.
- US46 - Comment will move forward to be included in the US vote.
- US47 - Comment will move forward to be included in the US vote.

- US48 - Comment will move forward to be included in the US vote.
- US49 - Comment will move forward to be included in the US vote.
- US50 – It was recommended that this be proposed to be included in ISO 32000 and then dealt with in PDF/A.
- US51 - Comment will move forward to be included in the US vote.
- US52 - Comment will move forward to be included in the US vote.
- US53 – Combine with comment US52.
- US54 – The comment was not accepted and will not be included in the US vote.
- US55 - Comment will move forward to be included in the US vote.
- US56 - Comment will move forward to be included in the US vote.
- US57 – Combine with US 56.
- US58 - Comment will move forward to be included in the US vote.
- US59 - Comment will move forward to be included in the US vote.
- US60 – This comment would be better handled in the Application Notes.
- US61 - Comment will move forward to be included in the US vote. This paragraph replaces paragraph 3. Conforming reader requirements will be used.
- US62 - Comment will move forward to be included in the US vote.
- The following describes the actions for the comments received from TC130.
 - General Comment - Comment will move forward to be included in the US vote.
 - 6.2.1.2 - Comment will move forward to be included in the US vote and will include the two comments on this section.
 - 6.2.1.4.4.2 - Comment will move forward to be included in the US vote with the clarification that the colorspace may contain values.
 - 6.2.1.4.4.2 (Editor Note) – This is compatible with ISO 32000-1 so it is not relevant to be compatible with 1.3.
 - 6.2.3.3.1 - Comment will move forward to be included in the US vote. The information will be added as a note.
 - 6.6.2.1 – This comment will not be included in the US vote.
 - 6.6.2.3.1 - Comment will move forward to be included in the US vote.
 - 6.6.2.3.2 - Comment will move forward to be included in the US vote.
 - 6.9 - Comment will move forward to be included in the US vote for adding the requirements of ISO 639. The issues about the order key are unresolved issues. With regard to the list, the comment will be moved forward as a part of the US vote and a note will be proposed to be added.

The committee discussed embedded files. In ISO 19005-1, embedded files were restricted but in ISO/CD 19005-2, we are allowing certain files to be embedded. Archivists will need to know what is embedded. In the PDF/A file, when PDF/A is used as a container. If the file name and location are included in the metadata, this would be sufficient for archivists. In 6.8 of ISO/CD 19005-2, we should state that conforming readers shall provide information about any embedded file but not all embedded files. If we propose the metadata option, this requires the master index be used. If we allow the conforming reader to handle, this would allow for dynamically building in memory. The committee

discussed what is meant by embedded files. It was noted that if files are all compliant and one file is removed that the master indexes will need to be updated. This can be problematic. It is important to know the location or place in the file where the document is as this describes the relationship.

Additionally, it was noted that for every embedded file in a PDF/A-2 conforming file, even if it is embedded in another PDF/A-2 file, a PDF/A-2 conforming reader shall provide a mechanism to display its file name or the name of the containing file. A conforming PDF/A-2 reader may choose to display other additional information about each embedded file.

- Recommendations for ISO 32000-2
 - The following will be submitted as comments
 - The ability to embed non-XMP-based metadata into a PDF and associate an XSchema along with it will be submitted as comment on ISO/CD 19005-2 comments and then percolate up to WG8 for consideration in ISO 32000-2.
 - Support for BitsPerComponent>16 will also be submitted as comment on ISO/CD 19005-2 and then percolate up to WG8 for consideration.
 - Master index of embedded files will be recommended at WG8 meeting.
 - The committee discussed the potential to have ISO 32000 work absorb the subset committee standards. This may be problematic to the ISO 32000 work. Instead, it was thought it would be better to consider moving all the requirements for conforming readers to the ISO 32000 work.

5. New Business and Next Steps

The committee agreed to meet on September 26 to review the comments from the other member countries to form US positions. AIIM Staff will distribute an agenda along with the comments.

6. Adjournment

The August 11, 2008 meeting was adjourned at 2:50 p.m. (Rosenthol/Sullivan)