

**Draft Meeting Minutes  
PDF/Archive**

**AIIM Headquarters – Silver Spring, MD  
Conference Call Meeting  
September 26, 2008**

**1. Introduction and Welcome**

The PDF Archive committee was called to order at 9:07 a.m. by the chairman Steve Levenson. Those participating in the meeting included:

Stephen Levenson, Chair	US District Courts
Tony Deakins	Abraham, McDonald & Associates
Diana Helander	Adobe Systems
Butch Lazorchak	Library of Congress
Steve Markheim	DTIC
Dennis Newman	PFS
Leonard Rosenthol	Adobe Systems
Susan Sullivan	NARA
Betsy Fanning	AIIM

**2. Approval of Draft Agenda**

The agenda for the September 26, 2008 meeting (PDF/A 2008-005) was approved as presented. (Rosenthol/Helander)

**3. Approval of Draft Meeting Minutes**

The draft meeting minutes from the August 11, 2008 meeting (PDF/A 2008-004) were approved with a clarification to the information on embedded files in that PDF/A compliant files can be embedded. (Sullivan/Helander)

**4. Form US Positions on Comments from Member Countries**

DE1- The Germans wanted information included regarding the migration from PDF/A-1 to PDF/A-2.

DE3 – Accepted in principle but will use the wording supplied by the UK.

GB – It is noted that the validator will need to know the objects.

The committee discussed PDF files converted to PDF/A will always be different sizes with the PDF/A file being larger. Objects would not be used and the search engines will not see them. For digital signatures, unused objects are used and will not impact the search engine results.

DE 6.2.1.4.3- This section is complex. Germany wants a default specification in a paragraph of its own or as a Note that would need to be considered normative text. The committee discussed if this should or could be a paragraph on its own.

Page 10, last paragraph – comes from PDF/X-4 and is divided.

DE 6.2.1.7.2- Regarding thumbnails, in Orlando, we agreed that they would be ignored. Germany does not agree with this.

GB and DE 6.2.2- The committee will support using the text provided by GB.

DE 6.6.6- This information was originally introduced in A1. Files are created and taken in and out of document management systems to list changes within the file. This section makes normative but does not require the use of this. This requirement has not been implemented. The committee does not understand why no guidance on how to do this has been provided.

Adobe announced a new release of Creative Suite upgrade that will include the handling of metadata. When a document is edited, the history is recorded. This functionality is documented within Adobe's document.

The US committee agrees that this section needs to remain in the standard. Adobe will present technical information at the next meeting.

6.6.7- Point 1 says that metadata on fonts is good and that we should leave it there without guidance as to what to do with it.

DE6.9- Optional Content and Layers, No text was provided. Text comes from PDF/X-4. It was thought that this is not the direction that should be taken so at the Orlando meeting the text was edited. Optional content is good and can have as many variants as needed. One should be able to change to a different optional content group with the viewer.

The committee discussed if the US should open the meeting in Beijing with a philosophical discussion regarding the compatibility with PDF/A-1 and other PDF/X standards and the acceptance of PDF/X words.

## **5. New Business and Next Steps**

Committee member who are attending the Beijing meeting were reminded that caucus meetings will be held each evening after the formal meetings were concluded.

A meeting will be scheduled for December or January to review the outcome of the Beijing meetings.

## **6. Adjournment**

The September 26, 2008 meeting was adjourned at 10:40 a.m. (Rosenthol/Markheim)