

**PDF-Archive
Draft Meeting Minutes
July 10-11, 2003**

1. Introductions

Mr. Stephen Levenson called the meeting to order at 9:05 a.m.

The meeting participants included:

Mr. Stephen Abrams	Harvard University Library
Mr. Dimitri Andivahis	Surety Inc.
Ms. Christina Bontempo	NPES
Mr. Robert Breslawski	Eastman Kodak Company
Mr. John Brinkema	Administrative Office U.S. Courts
Ms. Jane Cohen	DTIC
Ms. Betsy Fanning	AIIM International
Ms. Bette Fugitt	US Dept. of Agriculture
Mr. Mark Gavin	Appligent, Inc.
Mr. Kenneth Haller	DHS/ORM – Tessada & Assoc.
Mr. Macduff Hughes	Adobe
Mr. Noah Katz	Aspen Systems
Mr. Steve Levenson	Administrative Office U.S. Courts
Mr. Bill LeFurgy	Library of Congress
Mr. Russell Loiselle	NARA
Mr. Basil Manns	Library of Congress
Mr. John Miller	GAO
Mr. Jeffrey Reed	NARA
Ms. Mary Beth Smartt	Global Graphics Software
Mr. Joe Speetjens	BAE Systems
Mr. Victor Votsch	Appligent, Inc.
Ms. Melonie Warfel	Adobe
Mr. Jesse Wilkins	IMR

Guest:

Mr. Robert Gellman	Consultant
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2. Approval of July 10-11, 2003 Agenda

The July 10-11, 2003 meeting agenda (PDF-A 2003-006) was approved with the addition of discussion points for forms, digital signatures and PDF Reference 1.4 vs. 1.5. (Cohen/Hughes)

3. Approval of May 1, 2003 Meeting Minutes

The meeting minutes for the May 1, 2003 meeting (PDF-A 2003-005) were approved with the modification to add "Honeywell" after Doug Vander Wilt's name. (Haller/Cohen)

4. Reports and Review of Draft

Each section of the document was reviewed. The following represents the highlights of the more detailed discussions.

Section 6 – Graphics

Little discussion on this section took place on the listserv. The committee discussed thumbnails. Adobe recommended leaving section 6.8 as is as they make it easy to navigate through the document. However, the group agreed to delete this section.

While the document does not currently address colorspaces, index color spaces will be permitted. A section on output intents will be added to the document.

Section 8 – Transparency

Adobe explained why transparency is not permitted and that they only describe it. It was thought that transparency is generally not necessary for documents so the group agreed to prohibit it.

Section 9 – Hyperlinks

The committee discussed permitting hyperlinks in terms of URLs and debated whether the hyperlink should be actionable. A concern raised with actionable hyperlinks is that a person could click on the link and go outside the document to the Internet or some external location that could lead to some security issues. Some committee members did not feel this would be a problem as the hyperlink would lead to some level of authenticity to the document and could be controlled in an archive environment. This issue remained unresolved.

The committee discussed URI operators and decided to leave JavaScript as is which is forbidden.

Section 10 – Annotations

Mr. Abrams agreed to be the chair for this group. The committee discussed pop-up annotations with regard to the workflow of a popup from the perspective of an archivist and what a popup is versus a text annotation. The associated data in a popup annotation was discussed as to what would be necessary to handle it and if it would be a requirement to strip out the data. It was noted that a text annotation is not the same as a popup as one could have a popup in a text annotation. It was determined that text annotations and popup annotations would need to refer to Adobe to ensure that popups are not just an edit function. The Annotations

group was requested to work with Adobe to resolve the issues with regard to text annotations and popups.

PDF-A consumer will be able to read popups opened or closed. It was noted that some aspects of the electronic document may be lost and that popups may have some ambiguity associated with them. The committee agreed that PDF-A consumers must have the functionality to view popups and accurately print them out. Table 2 will be modified to allow popups stating that consumers will have to be able to retrieve popup data.

The committee agreed to disallow sound and movie annotations. With regard to file attachments, the committee agreed embedded files would not be allowed as an embedded file could launch an application. The table will be amended to "No".

A discussion on the metadata regarding annotations was proposed as annotation metadata is not being captured as XMP but is captured in the dictionary.

A listserv for the annotations was requested to be established consisting of Jesse Wilkins, Jane Cohen, Steve Abrams, Bob Breslawski and John Miller.

The committee discussed the standard annotations that PDF allows and questioned if the document should state that any other annotations are disallowed.

The discussion on widgets and why they are disallowed resulted in a decision to complete the forms discussion as forms are built on widgets and should be allowed. Digital signatures that are built on forms were discussed. After discussing signature validation, it was suggested that signature graphics be eliminated and that PDF-A not display signature validation alternatives thus removing the question of validity.

Mr. Hughes to head a sub-committee on digital signatures consisting of Mark Gavin, Dimitri Andivahis, John Brinkema, Ken Haller, and Bette Fugitt with NARA monitoring the work.

Section 9 – Hyperlinks

The committee agreed to allow GoTo and GoToR. It was suggested that GoTo and GoToR be handled the same. It was suggested that URI's will be fully allowed with no further restriction. The Annotations group was requested to work out the language for this item. It was recommended that a new section be added to the document referring to all non-visible content. The committee agreed to eliminate section 9.2, 9.3 and 9.4 and to eliminate the sub-headings since there are no sub-clauses. The committee discussed the validity of a document that is downloaded 40 years from now.

The committee discussed whether hyperlinks should be actionable and how that relates to URIs. They also discussed where hyperlinks should be stored and how metadata should be handled. The committee agreed to remove all text associated

with URI except that they are allowed and add a section to the standard dealing with non-visible text.

The changes in Section 9 require similar changes to be made in Section 10, so GoToR was changed to "OK" and URI was changed to "OK".

Section 12 – Logical Structure

The section was reviewed stating that the section is applicable to full compliance and not applicable for minimal compliance. Discussions included making artifacts a requirement or just a suggestion. Artifacts may be onerous on the application but good for archival. The topic of hyphenation was discussed given that a distinction between soft hyphens and the minus sign should be made. The committee decided to strike the wording in section 12.1.3. The project editor is to re-write the section.

The committee entered into a detailed discussion on strings and natural language and the need for the full logical structure section.

The committee referred the discussion on compression to the listserv.

Scope and introduction

The proposed scope and introduction was discussed and consensus was reached. Minor changes to the proposed text were discussed and appropriate changes made. At the conclusion of the discussions, the scope committee chaired by Ms. Susan Sullivan was disbanded.

The title of the document was discussed several times throughout the meeting. The final accepted title was Document management – Electronic document file format for long-term preservation – Use of PDF (PDF/A). The other titles discussed included:

- Document management – Long-term electronic preservation – Use of PDF (PDF/A)
- Document management – File format for electronic preservation – Use of PDF
- Document management – File format for electronic document preservation
- Document management – Electronic file format for preservation – Use of PDF
- Document management – Electronic document file format – Use of PDF
- Document management – Electronic file format for long-term preservation – Use of PDF

The remainder of the document was reviewed with the exception of the normative references that will be finalized just prior to publication.

In the terms section, it was noted that a definition for consumer and generator were needed. The definitions for information content, semantic content and preservation were deleted.

Section 4 – Conformance

The committee discussed having a statement for conforming readers and conforming validators. Section 4.5 was added for conforming validators. For the time being, the committee agreed to leave the conformance section in the document as a placeholder. It was proposed to have this section be handled as the conformance section in PDF-X.

Section 5 – File Formats

- This section was rewritten to bring it into conformance with the remainder of the document. It is believed that no substantive changes were made. The committee addressed the following items:
- Removed the document catalog section
- Discussed mail servers
- Removed the use of null and formfeed
- Removed the white space section
- Discussed the need to accommodate older versions of documents
- Discussed the information dictionary and allowing it but stating that the direction is toward XMP (information dictionary is being phased out) This was referred back to the subcommittee
- Disallowed whitespace
- Discussed octal stating that it does not require leading zeros but places a burden on the writer to left justify the information
- Deleted the name objects sub-section
- Text from PDF Reference were added to the Stream Objects section for length statement
- Deleted the note in Section 5.14, Linearized PDF
- Discussed linearization
- Agreed to allow linearization but a conforming reader shall ignore it

Section 7 – Fonts

No substantive changes were made.

Section 10 – Annotations

This section was referred back to the sub-committee.

Section 11 – Metadata

Several questions were raised that will be discussed in a conference call with Adobe.

Section 13 – Forms

This section will be updated by the project editor to provide clearer language based on the discussion on appearance dictionary and what should be allowed.

Digital signatures will be allowed in PDF/A. The committee discussed how Acrobat handles signatures and the concern of the validity of the signature and if a digital

signature will hold up in a legal case. It was further discussed to tentatively eliminate the validation key.

A digital signature group consisting of Macduff Hughes, Dimitri Andivahis, Mark Gavin, John Brinkema, Ken Haller, Bette Fugitt, Bob Breslawski and NARA monitoring the work was formed.

A security annex will be included in the document and will include signature information.

The title for Annex B was changed to Best Practices. All committee members were urged to review the annexes.

References to the PDF Reference should be the same throughout the document.

5. New Business

The meeting details for the New Orleans ISO meeting were discussed. Mr. Hughes provided a presentation on Acrobat 6.0, PDF Reference 1.5. He recommended basing the PDF/A document on PDF Reference 1.4 so that the development of the standard would not be held up. Mr. Brinkema moved to base the PDF/A standard on PDF Reference 1.4. Seconded by Mr. Wilkins. Motion carried unanimously.

The committee discussed the OCG key. Mr. Hughes is to provide wording banning layers and other optional content. Private keys will be permitted.

6. Next Steps

Text for the following sections of the standard should be forwarded to the project editor, Steve Abrams with a cc to Betsy Fanning by July 24, 2003:

- Annotations
- Information Dictionary
- File Format
- Metadata
- Forms
- Digital Signature

7. Meeting Schedule

The previously scheduled meeting for September 4 and 5, 2003 has been cancelled so that the document can be maintained at the current state and be shared with the other member countries that will be participating in the Joint Working Group meeting in October.

The next US meeting will be November 20-21, 2003 in the Washington, DC area.

Those individuals who will be attending the International meeting in New Orleans are asked to participate in a conference call meeting with the US Technical Advisory Group (TAG) to TC 171 on Friday, September 5. An agenda from the TAG including conference calling instructions will be distributed closer to the meeting.

8. Adjournment

The meeting was adjourned on Friday, July 11, 2003 at 3:00 p.m. (Cohen/Abrams)