

ISO 11506:2009-06 (E)

Document management applications - Archiving of electronic data - Computer output microform (COM) / Computer output laser disc (COLD)

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	2
4	Electronic data archiving	3
4.1	Archiving functions	3
4.2	Functional specifications	3
5	Specifications related to micrographics options	4
5.1	Choice of principles	4
5.2	Choice of microform type	4
6	Specifications related to micrographic recording	4
6.1	Encoding formats	4
6.2	Conversion	6
6.3	COM recording process	6
6.4	Micrographic process	8
6.5	Production control	9
6.6	Duplication of microforms	9
6.7	Microform preservation	9
7	Management of recorded data	10
7.1	General	10
7.2	Identification and indexing of microforms	10
7.3	Indexing COM microfiche	12
7.4	Indexing 16 mm COM microfilm	12
7.5	Indexing 35 mm COM microfilm	13
7.6	Indexing COM aperture cards	13
8	Evidentiary aspects of COM recording	14
8.1	General	14
8.2	Integrity of recorded data	14
8.3	Stamping the microform	15
8.4	Time-stamping	15
9	COM-COLD dual recording	15
9.1	General	15
9.2	Recommended COLD media	15
9.3	Uniqueness of the original data	15
9.4	Parallel production	16
9.5	Similar visual results	16
9.6	Management of data recorded on COLD media	16
9.7	Electronic databases	17
10	Evidentiary aspects of COM-COLD dual recording	17

Annex A (informative) Archiving electronic data subject to restrictions for privacy reasons on COM microforms	18
Annex B (informative) The COM process and microforms	20
Annex C (informative) Long-term preservation of silver microforms	26
Annex D (normative) Microforms created for use as evidence	29
Bibliography	33