ISO 14641:2018 (E)

Electronic document management — Design and operation of an information system for the preservation of electronic documents — Specifications

Contents

Foreword

Introduction

- 1 Scope
- 2 Normative references
- 3 Terms and definitions
- 4 General characteristics and levels of requirements
 - 4.1 Characteristics
 - 4.2 Levels of requirements

5 General specifications

- 5.1 General
- 5.2 Technical description manual
- 5.3 Archival system profiles
- 5.4 Operational procedures
- 5.4.1 General
- 5.4.2 Scanned documents
- 5.4.3 Digitally born documents
- 5.5 Security
- 5.5.1 Management and organization of security
- 5.5.2 Risk assessment
- 5.5.3 Physical security
- 5.5.4 Hardware security
- 5.5.5 Security of custom software and software products
- 5.5.6 Maintenance of the information system
- 5.5.7 System change-management and migration of media
- 5.5.8 Security backups
- 5.5.9 Continuity of access to archives
- 5.6 Date and time stamping
- 5.7 Audit trail
- 5.7.1 General
- 5.7.2 Secure preservation of the audit trail
- 5.7.3 Archive lifecycle log
- 5.7.4 Events log
- 6 Storage media considerations
 - 6.1 Media type definition
 - 6.2 Preservation of archival media
- 7 Systems using removable media
 - 7.1 General
 - 7.2 Initialization of removable storage volumes
 - 7.3 Finalization of removable storage volumes
 - 7.4 Labelling of physical WORM media
- 8 Systems using logical WORM media
- 9 Systems using rewritable media
 - 9.1 General

- 9.2 Standard security level
- 9.3 Strong security level
- 9.4 Advanced security level

10 Archival capture

- 10.1 Electronically born documents
- 10.1.1 General
- 10.1.2 Procedure for archives capture (deposit)
- 10.1.3 Marked-up electronic documents
- 10.1.4 Electronic documents using a layout format
- 10.1.5 Other electronic document formats
- 10.1.6 Print streams
- 10.1.7 Verification of electronic documents
- 10.1.8 Integrity control of electronic documents transferred from source applications
- 10.1.9 Metadata capture
- 10.1.10 Indexing and document searches
- 10.2 Paper-based or microform documents
- 10.2.1 Scanning devices for documents
- 10.2.2 Image processing features
- 10.2.3 Paper document or microform capture procedure
- 10.2.3.1 General
- 10.2.3.2 Preparation of paper documents
- 10.2.3.3 Preparation of microform documents
- 10.2.3.4 Paper or microform document scanning
- 10.2.3.5 Verification of scanned information
- 10.2.4 Audit trails
- 10.2.4.1 Document or batch identification
- 10.2.4.2 Document capture process details
- 10.2.4.3 Audit trail data
- 10.3 Analogue audio/video objects on tape media
- 10.3.1 General
- 10.3.2 Preparation of original tape media
- 10.3.3 Original audio and audiovisual object digitization
- 10.3.4 Audio and audiovisual information processing
- 10.3.4.1 General
- 10.3.4.2 Audio objects
- 10.3.4.3 Video objects
- 10.3.5 Events log
- 10.3.5.1 Object identification
- 10.3.5.2 Object batches identification
- 10.3.5.3 Object capture and storage procedures verification
- 10.3.5.4 Operations log
- 10.4 Image, audio and video information compression techniques
- 10.4.1 Compression types
- 10.4.2 Paper or microform documents
- 10.4.3 Audio or audiovisual recordings objects
- 10.5 Format conversion
- Archival operations

11

- 11.1 Scope
- 11.2 Access 11.2.1 General
- 11.2.1 General
- 11.2.2 Digitized documents
- 11.2.3 Marked-up electronic documents
- 11.2.4 Electronic documents using lay-out format
- 11.3 Restitution
- 11.4 Archives disposal
- 12 Information system assessment
 - 12.1 General
 - 12.1.1 Audits
 - 12.1.2 Objectives
 - 12.1.3 Auditor responsibilities
 - 12.1.4 Personnel responsible for assessment

- 12.1.5 Verification of documentation
- 12.1.6 Assessment operations documents
- 12.2 Internal assessment
- 12.3 External assessment
- 13 Trusted third-party archival
 - 13.1 Activities of trusted third-party archive service provider
 - 13.2 Service contract model
 - 13.2.1 Service contract
 - 13.2.2 Service contract duration
 - 13.2.3 Preservation period
 - 13.2.4 Quality of service
 - 13.2.5 Security and data protection
 - 13.2.6 Information and counsel
 - 13.2.7 Transfer and continuity
 - 13.2.8 Transferability
 - 13.2.9 Restitution
 - 13.2.10 Confidentiality and private data
 - 13.2.11 Professional insurance
 - 13.2.12Subcontracting13.2.13Assessment
- 14 Service providers
 - 14.1 General
 - 14.2 Subcontractor agreement
 - 14.3 Contract with subcontractor
 - 14.4 Data transfer over telecommunications networks
- Annex A (informative) Archival policy
- Annex B (informative) Declaration of archival practices
- Annex C (informative) General service conditions

Page count: 40