

ISO/TS 24574:2025-06 (E)

Document management applications - Specification for a digital safe

Contents		Page
Foreword		v
Introduction		vi
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Digital safe functional specifications	2
4.1	Key concepts	2
4.2	Implementation functions	3
4.3	Users management	3
4.3.1	General	3
4.3.2	General administrator (USR-G)	3
4.3.3	Functional administrator (USR-F)	4
4.3.4	Standard user (USR-S)	4
4.3.5	Management of functional administrator (USR-F)	4
4.3.6	Management of standard user (USR-S)	4
4.3.7	User management environment	4
4.4	Digital safe mandatory functions	4
4.5	Invoke functions parameters	5
4.5.1	General	5
4.5.2	Write function	5
4.5.3	Read function	6
4.5.4	Delete function	6
4.5.5	Read technical metadata function	6
4.5.6	Verify function	7
4.5.7	Read audit trail function	7
4.5.8	List function	7
4.5.9	Count function	7
4.6	Function results	8
4.6.1	General	8
4.6.2	Write function	8
4.6.3	Read function	8
4.6.4	Delete function	9
4.6.5	Read technical metadata function	9
4.6.6	Verify function	9
4.6.7	Read audit trail function	10
4.6.8	List function	10
4.6.9	Count function	10
4.6.10	Other functions	11
4.7	Metadata	11
4.7.1	Technical metadata	11
4.7.2	Additional metadata	11
4.8	Version control of DOs	11
4.9	Retention and disposal	11
4.9.1	Retention	11
4.9.2	Disposal	12
4.10	Secondary hosting	12
4.11	Backup	12

4.12	Storage technology	12
4.12.1	Storage technology used	12
4.12.2	Migration	12
4.13	Security of access, integrity and confidentiality of messages exchanged	13
4.14	Encryption	13
4.15	Date format	13
4.16	Audit trail	13
4.16.1	General	13
4.16.2	Audit trail related to DOs functions	13
4.16.3	Audit trail content	13
4.16.4	Audit trail implementation	14
4.17	Integrity of DOs and audit trails	14
4.17.1	Survey of integrity	14
4.17.2	Loss of integrity	14
4.18	Legal or regulatory requirements	15
5	Documentation	15
5.1	Technical manual	15
5.1.1	General	15
5.1.2	Minimum information	15
5.1.3	Operating and maintenance environment	16
5.2	System version	16
5.3	Installation, operation, and user manuals	17
5.4	Terminology	17
6	Implementation	17
Annex A (informative)	Relation between this document and other standards dealing with archiving	18
Bibliography	21