

**Recommendations for the Identifying Information to be Placed on Write-Once-Read-Many (WORM) and Rewritable Optical Disk (OD) Cartridge Label(s) and Optical Disk Cartridge Packaging (Shipping Containers)**

# Technical Report



**AIIM**

**Association for Information and Image Management**

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## Technical Report for Information and Image Management —

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Association for Information and Image Management

This technical report contains recommendations for optical disk manufacturers, shippers and users, for the identifying information to be placed on the physical labels of WORM and rewritable ODs and their external packaging.

# Contents

|                                                                                                                                                 |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Foreword</b> .....                                                                                                                           | i |
| 1 Scope and purpose .....                                                                                                                       | 1 |
| 2 Normative references.....                                                                                                                     | 1 |
| 3 Definitions .....                                                                                                                             | 1 |
| 4 Recommendations for information to be placed on the optical disk cartridge packaging by the manufacturer or supplier .....                    | 2 |
| 5 Recommendations for information to be placed on the label of the optical disk cartridge by the user .....                                     | 3 |
| 6 Additional, desirable information to be placed on the optical disk cartridge label by the manufacturer or supplier .....                      | 4 |
| 7 Recommendations for users to consider when writing information on the optical disk cartridge label and optical disk cartridge packaging ..... | 4 |

## Table

|                                                              |   |
|--------------------------------------------------------------|---|
| Table 1 Scheme for identifying the optical disk format ..... | 3 |
|--------------------------------------------------------------|---|

## Annexes

|                                                                                                         |   |
|---------------------------------------------------------------------------------------------------------|---|
| Annex A Suggested readings .....                                                                        | 5 |
| Annex B Technical projects of the accredited standards committee X3B11 optical digital data disks ..... | 6 |

# Foreword

This technical report was written to assist optical disk manufacturers, suppliers, and users by making recommendations for the identifying information to be placed on the physical labels of Write-Once-Read-Many (WORM) and rewritable optical disk cartridges. Also, this technical report offers recommendations regarding the information to be placed on the external packaging that is used for shipping the optical disk cartridges.

The correct identification of these items will aid users in obtaining the correct optical disk cartridge for their application without the loss of resources. In many cases, improper labeling or lack of labeling information can lead to the following:

- Incompatible physical or data format properties (features),
- Improper storage,
- Loss of valuable recorded information due to using products or materials in incompatible systems, and
- Loss of products due to improper handling in unspecified conditions.

This report is divided into three major topics that address the following:

- Sections four and six cover recommendations for the information to be placed on the external packaging (by the manufacturer or supplier) that is designed to enclose the optical disk cartridge for its shipping.
- Section five gives recommendations for information to be placed by the user on physical, printed label(s) on optical disk cartridges.
- Section seven covers considerations for writing information on the optical disk cartridge label.

Suggestions for changes or improvements to this technical report are welcome and should be sent to the Chair of the AIIM Standards Board, Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910.

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