

REPORT

Suggested Index Fields for Documents in Electronic Image Management (EIM) Environments

Approved As

American National
Standards Institute (ANSI)
Technical Report

October 31, 1995

AIIM TR40-1995

1100 Wayne Avenue
Suite 1100
Silver Spring,
Maryland 20910
301-587-8202



ASSOCIATION
FOR INFORMATION
AND IMAGE
MANAGEMENT
INTERNATIONAL

ANSI/AIIM TR40-1995
© by Association for Information and Image Management International
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910-5603
Tel: 301/587-8202
Fax: 301/587-2711

ISBN 0-89258-304-5

Printed in the United States of America

Technical Report for Information and Image Management —

Suggested Index Fields for Documents in Electronic Image Management (EIM) Environments

An ANSI Technical Report prepared
by the Association for Information and Image Management International

Abstract:

This technical report provides sample index fields for the processing and retrieval of information captured for use with electronic image management (EIM) systems.

Contents

Foreword.....	i
1 Audience, scope, purpose, and exclusions.....	1
2 References.....	1
3 Definitions	2
4 Suggested processing information field list.....	2
5 Suggested retrieval information field list.....	2
6 Field attributes	3
7 Processing field descriptions.....	3
8 Retrieval field descriptions	7

Foreword This technical report describes sample fields of attribute information to be captured for use with electronic imaging systems. The fields described do not make up an exhaustive list, but are a set of possible fields.

Although information can be grouped in a variety of ways for different applications, in this technical report information is grouped into two categories:

1. Processing Information: that information necessary to operate the system from the system administrator's point of view and to verify the document's operational integrity;
2. Retrieval Information: that information necessary for an end-user to retrieve the document image (after the document has been captured).

Suggestions for improvement of this technical report are welcome. They should be sent to the Chair, AIIM Standards Board, Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland, 20910-5603. At the time it approved this technical report, the AIIM Standards Board had the following members:

Name of Representative Company Represented

Judy Kilpatrick, <i>Chair</i>	Association for Information and Image Management International
John C. Gale	Information Workstation Group
Tom Heltzel	Consultant
Bruce A. Holroyd	Eastman Kodak Company
James Meyer	Interleaf
Roy Pierce	Xerox Corporation
Charles A. Plesums	USAA
Fernando L. Podio	National Inst. of Standards and Technology
Shahzad S. Qazi	Eastman Kodak Company
Michael L. Thomas	MSTC, Inc.
Stephen Urban	Delta Information Systems

The Committee on Electronic Imaging Software and Systems, C15, had the following members at the time this document was approved:

<u>Name of Representative</u>	<u>Company Represented</u>
Betsy A. Fanning, <i>Chair</i>	Data Management Design
Don M. Avedon	Avedon Associates, Incorporated
Brant Bady	B.C. Archives & Record Service
John Ballock	Price Waterhouse
Avi Bender	Vantage Technologies
Pete Bennett	PRS Technology
Bob Blackwelder	Florida Sheriff's Dept.
Robert Blatt	Trident Data Systems
John B. Breeden	Virginia Retirement Systems
William C. Brown	NASA
Lois R. Bruss	HDA Consulting
Paul Conway	Preservation Department
Robert W. Cook	IBM
William A. Cozzens	Coopers & Lybrand L.L.P.
Donald P. D'Amato	The MITRE Corporation
Jim Daly	Consultant
Richard Donaldson	Adaptive Information Systems
Eric Erickson	Genealogical Society of Utah
Bruce Evans	3M Company
Tom Fine	Nevada Micrographics, Inc.
Bruno B. Glavich	Applied Image, Inc.
Bill Golstein	Goldstein Consulting
Larry Greenberg	Minolta
Berne Grush	MetaConcepts, Incorporated
Dexter S. Holt	Federal Reserve Bank of Boston
Buck Horyn	Chemical Bank
Clare F. Jehle	Department of Archives and History
Brian Johannesson	RDM Corporation
Bohdan Kantor	Library of Congress
Paul Kennedy	Information Handling Services Group
Felix Krayseski	Congressional Research Service
Richard J. Laxman	Genealogical Society of Utah
Daniel Mailick	International Systems Services
Basil Manns	Library of Congress
Ron Maultsby	Databank Incorporated
Theresa Maultsby	DATABank, Incorporated
Vorliss McLean	Internal Revenue Service
Donald S. Merz	Mellon Bank N.A.
Noah Nason	EDS
Michael O'Donnell	Wang Laboratories

Walter A. Orlof	Department of the Army
David A. Pintsov	HNC, Inc.
Diane Powell	Information Resources
Shahzad S. Qazi	Eastman Kodak Company
Irshad Qureshi	Xerox Corporation
John N. Ragsdale	Library of Congress
Mary Reece	Consultant
Adele Rehder	Hart Information Services
Daniel Reuben	Applied Optical Solutions
Thomas J. Ruller	The Cultural Education Ctr.
Herbert F. Schantz	HLS Associates,
	International
Herman R. Silbiger	APPLICOM
Mark Smith	Naval Air Development
	Center
Robert W. Starbird	Mobil Corporation
Steve M. Stucki	Genealogical Society of
	Utah
H. Jack Tachibana	Fuji Photo Film Company
Randall Taylor	Texas Utilities Electric Co
Mike Tinius	Document Technologies
	Incorporated
Frank W. Uebersax	Consultant
John Vieth	AT&T Global Information
	Solutions
Kermit R. Way	Internal Revenue Service
Nancy Weil	Intelus Corporation
Truel West	Los Alamos National Lab
Dan Wu	DISA/Charter for Standards

The AIIM Electronic Imaging Software and Systems Committee, C15.8, on Document Indexing had the following members at the time this document was developed:

<u>Name of Representative</u>	<u>Company Represented</u>
Berne Grush, <i>Chair</i>	MetaConcepts, Incorporated
Brian Arnold	FileNet Corporation
Robert Averbach	Capital Holding Corporation
Betsy A. Fanning	Data Management Design
Bart Fish	Paperless Corporation
Larry Greenberg	Minolta
Dean Hough	Kofax Image Products, Inc.
Richard J. Laxman	Genealogical Society of Utah
Tim Nolan	Consultant
Stephen Oksala	Unisys
Cathy Oliveri	Consultant
Walter A. Orlof	Department of the Army
Charles A. Plesums	USAA
Mary Jane Smith	Consultant
Robert W. Starbird	Mobil Corporation
Janet Stauss	Consultant
Randall Taylor	Texas Utilities Electric
	Company
John Vieth	AT&T Global Information
	Solutions
Herbert J. White	Genealogical Society of Utah
Kevin Wolf	IBM Corporation