

BS 5444:2008



BSI Standards Publication

Physical attributes of documents for microfilming or scanning – Code of practice

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ISBN 978 0 580 58215 8

ICS 37.080

The following BSI references relate to the work on this standard:

Committee reference IDT/1

Draft for comment 08/30160653

Publication history

First published January 1977

Second edition November 2008

Amendments issued since publication

Amd. No.	Date	Text affected
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Summary of pages

This document comprises a front cover, an inside front cover, pages i to ii, pages 1 to 6, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard was published by BSI and came into effect on 30 November 2008. It was prepared by Subcommittee IDT/1/2, *Document management applications – Application issues*, under the authority of Technical Committee IDT/1, *Document management applications*.

A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 5444:1977, which is withdrawn.

Information about this document

This new edition represents a full revision of the standard and reflects changes in dissemination and storage practices for documentary information. Reference is no longer made to research and development reports or technical manuals on microfiche. Recommendations have been modified to take account of scanning for capture in digital form.

Use of this document

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Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

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