

Guide to preparation of microfilm and other microforms that may be required as evidence

ICS 37.080

Committees responsible for this British Standard

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- Bar Association for Commerce, Finance and Industry
- British Imaging and Photographic Association
- British Office Technology Manufacturers Alliance
- Computing Suppliers Federation
- Information and Document Management Association
- Society for Computers and Law
- UK Association for Information Management — Document Management Application
- UK Association for Information Management — Legal Admissibility
- UK Association for Information Management — Media
- UK Association for Information Management — Micrographics Image Quality
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Foreword

This British Standard has been prepared by Subcommittee IDT/1/3, under the direction of Technical Committee IDT/1. It supersedes BS 6498:1991, which is withdrawn.

This revision of BS 6498 has been prepared to cover changes in legislation and to make editorial and technical changes that improve the accuracy and clarity of this standard.

The storage of documents on microfilm, or some other microform, is common practice, and original documents are often destroyed after filming. In legal proceedings it may be necessary to prove that a microform is a true copy of the original document. This British Standard gives guidance to organizations that wish to use microforms for record-keeping, or for copying documents, about the procedures that should be followed to ensure, as far as possible, that the microforms will be admissible as evidence. However, no guarantee can be given that microforms prepared in accordance with this guide will automatically be admissible.

Many organizations will already have established microform programmes that, although not necessarily following all the recommendations of this guide, adequately meet the needs of the particular organization. This guide should be of particular assistance to organizations that are setting up a microform programme for the first time in ensuring that a properly planned and authorized programme is introduced, so that they may demonstrate that microforms have been produced as part of normal business practice.

This British Standard amplifies and updates the advice given in DD 199 on the preparation of microforms that may be required in evidence. DD 199 also contains an annex giving information about the legal status of microforms in various other countries. This information was correct at the time of its publication in 1991 and subsequently updated by Amendment 1, published in 1998.

Annex A and Annex B are informative.

A British Standard does not purport to include all necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 11 and a back cover.

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1 Scope

This British Standard gives guidance to organizations that may have to produce microforms in evidence, to enable them to show that the microform has been made in accordance with an established procedure. It gives recommendations for the treatment of original documents and microforms, including microcopies from computer output microfilming (COM), the establishment of a microform programme and the monitoring of these procedures. Recommendations concerning forms and registers to be maintained by personnel and the retention of certificates are also given.

It applies to microfilm in roll form, microfiche, microfilm jackets, aperture cards and some updatable microforms, whether the filming and subsequent operations are performed in-house or by a bureau. In general the recommendations apply to COM originals, although some parts of the certificate system recommended in this standard cannot be used with some computer systems.

This standard does not apply to erasable microform systems, i.e. those capable of having images changed, deleted or replaced without leaving any trace of the original image, because a court could not rely on such documents as a true and accurate record.

Annex A gives a brief summary of the legal position in the United Kingdom. Annex B contains examples of certificates.

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this part of this British Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. For undated references, the latest edition of the publication referred to applies.

BS 1153, *Recommendations for processing and storage of silver-gelatine-type microfilm*.

BS 4210-1, *Specification for 35 mm microcopying of technical drawings — Part 1: Operating procedures*.

BS 4210-3, *Specification for 35 mm microcopying of technical drawings — Part 3: Unitized microfilm carriers*.

BS 5444, *Recommendations for preparation of copy for microcopying*.

BS 5525, *Specification for 35 mm microcopying of maps and plans*.

BS 7338-1 (ISO 8127-1), *Microfilm jackets — Part 1: Specification for five-channel jacket for 16 mm microfilm*.

BS ISO 3272-2, *Microfilming of technical drawings and other drawing office documents — Part 2: Quality criteria and control of 35 mm silver gelatin microfilms*.

BS ISO 6196-1, *Micrographics — Vocabulary — Part 1: General terms*.

BS ISO 6196-2, *Micrographics — Vocabulary — Part 2: Image positions and methods of recording*.

BS ISO 6196-3, *Micrographics — Vocabulary — Part 3: Film processing*.

BS ISO 6196-4, *Micrographics — Vocabulary — Part 4: Materials and packaging*.

BS ISO 6196-5, *Micrographics — Vocabulary — Part 5: Quality of images, legibility, inspection*.

BS ISO 6196-7, *Micrographics — Vocabulary — Part 7: Computer micrographics*.

BS ISO 6199, *Micrographics — Microfilming of documents on 16 mm and 35 mm silver-gelatin type microfilm — Operating procedures*.

BS ISO 8127-2, *Micrographics — A6 size microfilm jackets — Part 2: Other types of jacket for 16 mm and 35 mm microfilm*.

BS ISO 9923, *Micrographics — Transparent A6 microfiche — Image arrangements*.