
**Electronic imaging — Recommendations
for the management of electronic recording
systems for the recording of documents
that may be required as evidence, on
WORM optical disk**

*Imagerie électronique — Recommandations relatives à la gestion des
systèmes électroniques d'enregistrement, pour l'enregistrement de
documents ayant valeur de preuve, sur disque optique WORM*



Contents

Page

1 Scope	1
2 References.....	1
3 Establishing procedure	1
3.1 Principles	1
3.2 Procedures	2
3.3 Certificates	3
3.3.1 General.....	3
3.3.2 Authorization certificate.....	3
3.3.3 Operator's certificate.....	3
3.3.4 Certificate of acceptance	3
3.3.5 Certificate of destruction	3
3.4 Bureaux.....	3
4 General recommendations	3
4.1 Document preparation	3
4.2 Referencing and retrieval.....	3
4.3 Corruption of image	4
4.4 Backup.....	4
4.5 WORM optical disks	4
4.6 Disk maintenance	4
4.7 Safeguards	4
4.7.1 Information stored on WORM optical disk.....	4

© ISO 1997

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from the publisher

International Organization for Standardization
Case postale 56 • CH-1211 Genève 20 • Switzerland
Internet central@iso.ch
X.400 c=ch; a=400net; p=iso; o=isocs; s=central

Printed in Switzerland

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The main task of technical committees is to prepare International Standards, but in exceptional circumstances a technical committee may propose the publication of a Technical Report of one of the following types:

- type 1, when the required support cannot be obtained for the publication of an International Standard, despite repeated efforts;
- type 2, when the subject is still under technical development or where for any other reason there is the future but not immediate possibility of an agreement on an International Standard;
- type 3, when a technical committee has collected data of a different kind from that which is normally published as an International Standard (“state of the art”, for example).

Technical Reports of types 1 and 2 are subject to review within three years of publication, to decide whether they can be transformed into International Standards. Technical Reports of type 3 do not necessarily have to be reviewed until the data they provide are considered to be no longer valid or useful.

ISO/TR 12654, which is a Technical Report of type 3, was prepared by Technical Committee ISO/TC 171, *Document imaging applications*, Subcommittee SC 3, *General issues*.