








# How an Idea Becomes a PRIA Standard

**What is a standard?** A standard is “a document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.”\*

PRIA's published standards generally are called Technical Specifications, White Papers, Model Acts, or Best Practices. They are also referred to as Work Products while being developed.

\* “Standardization and Related Activities -- General Vocabulary.” International Organization for Standardization / International Electrotechnical Commission (ISO/IEC) Guide 2:2004

	<p><b>Any member of PRIA can propose a project.</b></p> <p>A project proposal form template is available on the PRIA Web site at <a href="http://www.pria.us">www.pria.us</a></p>
	<p><b>Any board member can present the proposal to the board for consideration.</b></p> <p>A board member does not have to support or oppose a specific proposal to present it to the board.</p>
	<p><b>The board assigns the project to a work group.</b></p> <p>Projects may be assigned to an existing work group or a new work group may be established, depending on the project and active work groups.</p> <p>Some of the work groups that are currently active:          Archival, Backup and Disaster Recovery Work Group          eRecording eXcellence Work Group          Uniform Numbering Work Group          Education Work Group          GIS Work Group</p>
	<p><b>The work group meets, agrees on rules of operation, and begins work on the proposed standard.</b></p> <p>The work group provides the committee and the board with progress reports.</p>
	<p><b>The work group presents a draft of its work product.</b></p> <p>The draft work product presented to the board is posted on PRIA's Web site for Intellectual Property Rights (IPR) disclosure and public comment and review for 30 days. Comments received are analyzed and the draft work product is revised if necessary.</p>
	<p><b>The revised draft work product is presented to the board for publication approval.</b></p>
	<p><b>The board approves and publishes the final work product.</b></p> <p>A PRIA standard is born!</p>