



110 Horizon Drive, Raleigh, NC 27615  
919.459.2081

## **Electronic Records Preservation**

**Approved by the PRIA Board of Directors on December 19, 2018**

[www.pria.us](http://www.pria.us)

**PROPERTY RECORDS INDUSTRY ASSOCIATION****Copyright Notice, License, Disclaimer  
For  
PRIA Completed Work Product****February 2019**

- A. COPYRIGHT NOTICE:** Copyright © 2019 – Property Records Industry Association (“PRIA”). All rights reserved.
- B. LICENSE:** This completed PRIA work product document (the “Completed Work”) is made available by PRIA to members and the general public for review, evaluation and comment only. This document is under development and not a final version.

PRIA grants any user (“Licensee”) of the Completed Work a worldwide, royalty-free, non-exclusive license (“License”) to reproduce the Completed Work in copies, and to use the Completed Work and all such reproductions solely for purposes of reviewing, evaluating and commenting upon the Completed Work. NO OTHER RIGHTS ARE GRANTED UNDER THIS LICENSE AND ALL OTHER RIGHTS ARE EXPRESSLY RESERVED TO PRIA. Without limiting the generality of the foregoing, PRIA does not grant any right to: (i) prepare proprietary derivative works based upon the Completed Work, (ii) distribute copies of the Incomplete Work to the public by sale or other transfer of ownership, or (iii) display the Completed Work publicly. Comments on the Completed Work must be sent to PRIA.

Any reproduction of the Completed Work shall reproduce verbatim the above copyright notice, the entire text of this License and the entire disclaimer below under the following header:

This document includes Completed Works developed by PRIA and some of its contributors, subject to PRIA License. “PRIA” is a trade name of the “Property Records Industry Association.” No reference to PRIA or any of its trademarks by Licensee shall imply endorsement of Licensee’s activities and products.

- C. DISCLAIMER: THIS COMPLETED WORK IS PROVIDED “AS IS.” PRIA AND THE AUTHORS OF THIS INCOMPLETE WORK MAKE NO REPRESENTATIONS OR WARRANTIES (i) EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT; (ii) THAT THE CONTENTS OF SUCH COMPLETED WORK ARE FREE FROM ERROR OR SUITABLE FOR ANY PURPOSE; AND, (iii) THAT IMPLEMENTATION OF SUCH CONTENTS WILL NOT INFRINGE ANY THIRD-PARTY PATENTS, COPYRIGHTS, TRADEMARKS OR OTHER RIGHTS. IN NO EVENT WILL PRIA OR ANY AUTHOR OF THIS COMPLETED WORK BE LIABLE TO ANY PARTY FOR ANY DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES FOR ANY USE OF THIS COMPLETED WORK, INCLUDING, WITHOUT LIMITATION, ANY LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF PROGRAMS OR OTHER DATA ON ANY INFORMATION HANDLING SYSTEM OR OTHERWISE, EVEN IF PRIA OR THE AUTHORS OR ANY STANDARD-SETTING BODY CONTRIBUTORS TO THIS COMPLETED WORK ARE EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

**Contents**

Introduction ..... 4

The History and Evolution of Records Preservation ..... 5

    Paper ..... 5

    Photostats ..... 5

    Microfilm..... 5

    Electronic Images..... 5

Preservation Expectations ..... 6

Layers of Insurance ..... 7

    Preservation Roadmap ..... 7

    Paper ..... 7

    Microfilm..... 7

    Optical Media..... 8

    Electronic Systems ..... 8

    Offsite Preservation Strategies ..... 10

Electronic Preservation ..... 11

    Causes of Data Loss ..... 11

    Preservation v. Backup ..... 12

    Electronic Preservation Strategy ..... 13

Conclusion..... 15

Appendix 1 – Evolution of Paper ..... 16

Appendix 2 – Technical References ..... 17

Appendix 3 – Sample Electronic Records Policies ..... 19

## Introduction

The increasing use of electronic records since the late 1990s has provided unlimited access and unparalleled retrieval speeds along with new risks and liabilities. Those same electronic records may be the most challenging format of record that recording jurisdictions have been tasked with preserving permanently, i.e., forever. History has shown that preserving recorded documents is a low priority. Preserving electronic records is complex and requires a greater commitment and effort than previous formats and media. This paper addresses the complexity of the issues surrounding preservation of electronic records.

An effective electronic records preservation program should include four vital components:

1. The ability at any time to confirm the existence of a record,
2. The ability to authenticate the record,
3. The ability to maintain file uniformity or track acceptable file formats, and
4. The ability to recover the authentic record if it has been lost or corrupted.

This Property Records Industry Association (PRIA) work product describes key characteristics of these four components and identifies various strategic layers of insurance that should be considered in an electronic records preservation program.

Although this document is prepared by PRIA for stakeholders in that industry, the information contained in this work product is applicable to stakeholders in other industries interested in electronic records preservation.

## The History and Evolution of Records Preservation

### Paper

In the beginning, there was paper. The paper used for recording real property transactions in the United States was originally manufactured in England beginning in the 15<sup>th</sup> century. The strength and durability were well known, and state archivists recommended or required its use for permanent records. As a convenient organizational tool, the papers were placed in books.

### Photostats

In the early 1920s, typewriting gradually replaced the handwriting of property ownership details. Also, in the early 20<sup>th</sup> century, a photographic process emerged that could produce an image (copy) of a document. In the 1940s the photostat machine found its way into county recorder offices. Improved efficiency was the primary appeal to adopting this new technology, but little was known about the longevity of photostats. The images were also placed in books.

### Microfilm

The adoption of microfilm by county recorders began in the mid-1950s. As with photostats, convenience and efficiency were the primary drivers. Reduced storage space and rapidly improving retrieval technology were compelling reasons for using microfilm rather than creating books.

Although microfilm standards were developed, adoption of these standards by recorders was limited. Much of the film was created with limited quality assurance and oversight of staff and vendor personnel. This practice produced film with poor to average image quality that was often kept in poor storage conditions. As a result, the media containing the history of U.S. land recordings is deteriorating. When microfilm has degraded, it becomes more difficult and costly to migrate its contents to modern formats. The cost to preserve or migrate the contents can be significant and is often treated by those who should provide funding as though the records are not a priority.

### Electronic Images

By the early 1990s, network technology was rapidly evolving to support the bandwidth needs of developing scanning and storage systems. By the mid- to late-1990s, TIFF Group 4 had become the de facto file format and compression standard for electronic images.

The cumulative impact that imaging and Internet access had on the use of microfilm, both for viewing and for preservation, was devastating. Traditional microfilm companies tried to buck the trend but the promise of improved image quality, streamlined workflow, and instant access made microfilm seem primitive and undesirable.

In 1995, Eastman Kodak Company, recognizing the displacement of film, introduced the Kodak Archive Writer as a way of incorporating the preservation benefits of film into the workflow of an electronic system. Archive Writers could be attached to a Land Records Management System (LRMS) network and use Light Emitting Diodes (LEDs) to record images on microfilm. Archive Writers have been integrated successfully into many LRMS products and, when their use complies with PRIA's recommendations for committing electronic images to microfilm<sup>1</sup>, the film is optimized for preservation and efficient document recovery.

---

<sup>1</sup> See [PRIA's July 2007 Recording Electronic Images on Roll Microfilm](#)

## Preservation Expectations

Recorded real property documents are regarded by recorders as “permanent records<sup>2</sup>.” Permanent records are documents that retain legal, historical, and administrative value without any timeframe limitations. A frequently cited assumption is that permanent equals 500 years into the future; however, 500 years is not forever. The need to migrate image and index data has always been a necessary component of a permanent records preservation strategy.

Achieving 100 percent document existence and authenticity forever is undeniably ambitious and even more so with the multiple media formats used today to preserve permanent records. The difficulty in attaining this goal was underestimated in the analog world of paper and microfilm, and the consequences of inattention and deferred maintenance are now understood. Permanently preserving books, microfilm, and electronic data/images is a big burden especially if done in such a way as to be certain that all of the records are being securely maintained and no changes are occurring. It takes great commitment on the part of the recording jurisdiction to establish the necessary and appropriate business processes to achieve and maintain such a high standard of preservation.

The virtual nature of electronic data, along with the evolving hardware and software that surrounds it, creates a more challenging preservation environment. To be successful, seemingly redundant practices need to be implemented. These practices should be periodically reviewed for their availability and effectiveness over the lifetime of the records’ existence. Together, these practices create layers of insurance to safeguard the health and preservation of electronic records.

There is industry-wide agreement that preservation begins at image capture, which usually takes place within hours of recording. Capturing the best version of the document is time sensitive and critical for authenticity. The importance of capture cannot be underestimated. The people doing the image capture should be focused, well-trained and suited for this particular job. Frequently the people handling image capture do not meet these criteria, which has become evident in historical document collections across the country.

Local or state laws and regulations set policies and expectations for permanent retention. These laws and regulations are often slow to be changed. For example, some jurisdictions are still required to keep paper copies of the recorded document, while most of the jurisdictions are permitted to rely upon microfilm; only a handful are permitted to rely upon electronic images. Potential local disasters (fires, snow, floods, and hurricanes) are seldom addressed when describing acceptable permanent retention options.

---

<sup>2</sup> See PRIA’s State Chart on [Permanent Records](#)

## Layers of Insurance

Preservation is best accomplished using a diverse mixture of retention strategies to ensure the long-term existence of the records. Funding these “layers of insurance” may appear redundant or even wasteful but multiple layers and methods help create a robust preservation and recovery program. Diverse practices create confidence in the recovery process.

The first step in establishing a robust recovery and preservation program is to communicate the responsibilities of a recorder to preserve and maintain forever the existence and integrity of the land records to all of the stakeholders. Stakeholders include Information Technology (IT) staff, funding agencies, elected officials/CEO, title professionals, the staff in the recorder’s office, as well as the public.

### Preservation Roadmap

For preservation layers to be effective, whether a single layer or multiple layers are utilized, business processes need to be established. The business processes become the roadmap that describes in depth how the preservation of the records will be accomplished. In a typical recording preservation environment, this roadmap should include periodic assessment of books and microfilm and routine auditing of electronic records to ensure that the layers are intact and meeting data recovery expectations, and that there have been no unexpected changes. The roadmap should also contain an accurate description of the various media and what periods of time they cover. Finally, the roadmap describes the order in which the various media will be accessed in order to recover missing data/images.

### Paper

For centuries, paper was the only medium for recording, accessing and preserving records. High quality paper was the best medium available because of its proven longevity. A few states that still require recorders to print out their recorded documents onto paper and put them into bound books. This requirement results in growing storage space issues but bound books are a form of analog backup. As long as there is not a fire, flood, insect infestation or other disaster that can destroy the paper, then paper is a useful preservation medium and layer of insurance<sup>3</sup>.

### Microfilm

Recorders also use microfilm as a preservation medium that has been an industry standard requiring simple equipment for future access to records. It is important that the conversion to microfilm takes place before any corruption of the electronic images occurs. This form of preservation medium is another analog version that can be viewed by either a microfilm reader or other magnifying device. While basic microfilm readers are getting harder to find, newer readers are available that scan the film to a computer for display. Today’s electronic technology has improved microfilm’s usefulness by presenting a better-quality image in a more organized manner. This benefit occurs when the image is first electronic and then placed on microfilm or when an image is retrieved from existing microfilm. Microfilm can last for hundreds of years if film processing and storage standards are met. If these standards and preservation practices are not met, microfilm is vulnerable to vinegar syndrome, redox, and mold.<sup>4</sup>

---

<sup>3</sup> See Appendix 1 – Evolution of Paper

<sup>4</sup> See Appendix 2 – Technical References

## Optical Media

Optical media include the wide variety of CDs and DVDs that became available during the 1980s. These media were used in some recording jurisdictions to store electronic images and data. Optical media are less expensive than creating microfilm and take up less space than paper bound books and microfilm. However, the quality of the media varies widely, especially considering the timeframe during which it was manufactured. Most optical media were expected only to have a lifespan of up to 10 years, which does not meet the “forever” expectation for land records. Where and how the media were stored also impact the length of time that the contents might remain unchanged. An additional caution is that optical media are susceptible to scratches and fingerprints, making reliable information extraction a challenge. Finally, the equipment and software to read the media may not be available long term. These optical media might well disappear much as VHS tapes did. If a recording jurisdiction has optical media, the media may provide yet another layer of insurance in a land records preservation business process as long as its limitations are well understood.

## Electronic Systems

With the rise of electronic systems, access to index data and images has significantly improved. The trend toward managing records in a computer system introduced a set of under-appreciated risks that support the need for a “layers of insurance” data recovery practice.

Some of these risks include:

- Computer system failures, including hardware and software, resulting in a loss of data and images.
- Reliance on software that fails to detect corruption or lacks quality control to identify missing images.
- Data or image loss when migrating between systems, performing software updates, or doing general maintenance.
- Inadequate ability to recover corrupted or lost data and images.
- Malicious or innocent alterations and procedural failures from internal or external sources.
- Procedural failures because of lack of compliance or inadvertent destruction.

In the relatively short time that these electronic systems have been in place, there have already been instances where information has been lost and only recovered by rescanning these records from bound books or preservation microfilm. If these analog media had not existed or if they had been discarded, the lost data and images could not have been recovered without relying on private sector business partners like title plants. It must be noted that not every state allows title plants to operate. Recovering data from a private sector source should only be considered as a last resort.

One benefit of electronic records is that backup copies are made as a standard practice. Although these backup copies serve as an additional layer of insurance, they do not, on a standalone basis, meet all the technical criteria to provide electronic records preservation. This issue is discussed later in the paper.

Additional questions to consider are:

- In an increasingly electronic recording environment, who is responsible for the existence and authenticity of recorded information?
- Will electronic information and formats survive as well as their analog predecessors?



- Who governs the security of the database?
- Who is responsible for the security to prevent tampering with or corruption of these documents by hackers?

Electronic records preservation should involve the use of a variety of layers of insurance to protect the existence and integrity of electronic data and images. Records custodians must analyze potential risks of loss and develop a plan that addresses each potential loss. Always consider technology obsolescence. Forms of redundancy should be developed to protect against any eventuality. All these issues must be discussed, and answers documented, with vendors and computer department staff.

## Offsite Preservation Strategies

Storing electronic data and images is relatively easy and can be cost-effective but must be carefully planned and executed. The preservation of electronic data and images involves more than the typical IT process of making backup copies. Backup copies are just one component of a preservation strategy. A thoughtfully designed strategy, that ensures that data and images do not change, is a crucial consideration.

Offsite storage is an essential strategy for records preservation. It should be included in the permanent records preservation plan, as well as for disaster recovery.

Whether across town, in another part of the state, or across the country, storing a copy of the records away from the location of daily operation is a mission critical part of a preservation strategy. When selecting the location and distance to the offsite storage facility, it is important to consider the types of disruptions or disasters common to the geographical location.

Offsite storage can be challenging with all media types. There are important environmental storage conditions that need to be maintained for the successful long-term preservation of all records. The cost can be a challenge but jurisdictions must find funding for this investment.

Generally, a private sector organization provides and manages an offsite facility. When there is a disaster, quick and easy access is needed. During research for offsite preservation locations, consider ease of access and security of the records. The security considerations include those of the storage facility itself (both physical and environmental), as well as the protocols for secure access by jurisdiction personnel. A memo of understanding, or a more detailed contractual agreement, is an important part of storing records in an offsite facility.

In this age of technological innovation, the use of “the cloud” could be a viable off-site storage solution for electronic records if it was constructed in a secure, trustworthy, and regionally diverse environment. The use of off-site preservation strategies, including a qualified cloud solution, are part of an overall electronic preservation strategy that will be addressed in the next section.

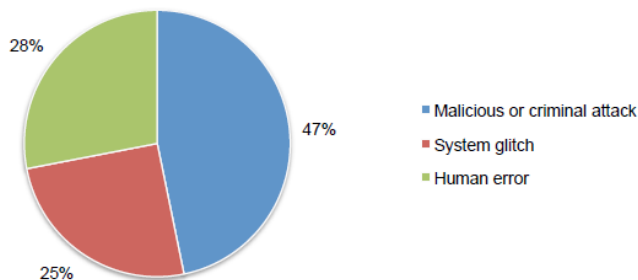
## Electronic Preservation

As jurisdictions reduce their reliance on paper records and microfilm, the electronic data and images become the primary source for daily use and preservation. However, the efforts and concerns about using them for preservation have just begun to be addressed.

Preservation of electronic data and images may encompass a series of strategies and processes involving multiple devices and media.

### Causes of Data Loss

Data loss probably will occur at some point. Each jurisdiction needs to formulate strategies to eliminate (or at least minimize) the potential loss. Here are industry-recognized categories for data losses.



Source: "2017 Cost of Data Breach Study," Ponemon Institute, June 2017

### Malicious or Criminal Attack (47 percent)

- Computer virus – a malicious software program that results in data loss or modification over time and use
- Unauthorized access – loss or modification of data without proper authority, e.g., data mining, data manipulation

### System Glitch (25 percent)

- Hardware malfunction – any failure of the hardware that results in data loss over time and use
- Software corruption – any change in the software that results in data loss or modification over time and use
- Natural disaster – any uncontrollable eventuality that results in data loss or modification
- Bit rot – eventual degradation of storage media that can result in data loss over time and use

### Human Error (28 percent)

- Any accidental or inadvertent action by a person, or persons, that results in loss or modification of data

A key role of electronic records preservation is to address recovery strategies for these and any other unforeseen data loss, all in an effort to protect the existence and integrity of the original record.

### Preservation Versus Backup

Backup, as performed by information technology staff or vendors, is primarily intended for disaster recovery and not preservation. A disaster recovery process may not recover 100 percent of lost information while a preservation strategy does.

A traditional electronic backup process captures the data on the system as it exists at that point in time and is intended to recover information after a disaster. To assess its viability as a preservation layer, the following questions need to be addressed:

- How frequently are backups created?
- How many of these backups are sequential?
- What is the backup scheduling strategy (e.g., quarterly backup that is superseded by an annual backup)?
- Is the policy to overwrite backup media in subsequent backup sessions?
- What is the recovery strategy if there is a failure between backups?
- How long will it take to restore operations if a recovery from backup is needed?

These questions are important to answer so that missing, corrupt, or altered data on the LRMS server can be reliably recovered from backup media. Awareness of the backup frequency and retention period of backup media before they are recycled is essential to determining preservation potential of a backup process. Unless a proactive approach is taken, discovering the inadequacies of the backup strategy will likely take years or more to discover.

Additional concerns include the change of servers and/or the change of operating systems on both servers and computers. Here are other considerations:

- Will the backups from two years ago still be accessible or useable with the current operating system?
- Is the current version of software compatible with backups from several years ago?
- Did the tape drive or other form of backup capture all data and images and can both be imported back into the system three to ten years later?
- Has the integrity of the data been compromised due to the passage of time?

Traditional business continuity is based on two fundamental objectives:

- Recovery Point Objective (RPO) – the maximum targeted period during which data and images might be lost because of a service interruption or major incident. Should computer operations suddenly be interrupted or cease, what is the maximum possible time where data and images might be lost? Is this acceptable? If not, what would be acceptable?
- Recovery Time Objective (RTO) – the maximum targeted period before operations return to a state of normalcy after a service interruption or major incident. If there is a service interruption, how long will it take for IT to restore operations? This recovery period will vary based on the type of service interruption. How much recovery time is acceptable?

In summary, to understand the requirements for the preservation of electronic documents, establish the distinction between backup and preservation with all stakeholders. Some IT personnel believe that periodic backups of electronic data constitute a preservation strategy. IT may presume that backup and preservation are accomplished with the same functionality, but that is not the case.

The concepts of recovery, retention, and preservation are separate actions. The objectives and practices of traditional IT business continuity plans do not adequately encompass the concept of preservation. RPO and RTO relate to business continuity, but alone they do not guarantee the long-term existence of data. Thus, although computer backup copies may serve as a records preservation layer, such copies do not meet all the essential criteria of an electronic preservation strategy.

### Electronic Preservation Strategy

An electronic preservation strategy must address all the following requirements:

- **Authenticity**  
Stored data and images are vulnerable to accidental or malicious change. Steps should be taken to ensure that these files cannot be overwritten or changed while in the custody of the recorder. Write Once Read Many (WORM) recording would be an example of this type of protection.
- **File Integrity**  
Land records are legal documents and, as such, their integrity is essential. An electronic identification process must create a unique “fingerprint” (a hash “mathematical” algorithm) of each image as soon as possible after recording. This fingerprint information must be maintained in a safe but accessible location to be used as a baseline value for future comparison to ensure the veracity of the image. The hashing calculation should be strong enough that duplicates are not possible.
- **Archival Auditing**  
Run the electronic fingerprinting process (described above) periodically against every stored image. Compare the results from each run to the file’s baseline value to assure its integrity and authenticity.
- **Data Existence**  
With or without warning, hardware or software malfunction can render stored data irretrievable. If the auditing process discovers a difference between the baseline fingerprint value of a file and its current value, the system must report the discrepancy to the responsible parties. The system should be self-auditing and self-reporting.
- **Recoverability**  
A process must be in place to restore lost data and images to their original, authentic condition. A credible restoration process ensures that lost or corrupted files can be recovered. The system should be self-correcting.
- **Versioning**  
When stored data and images are legitimately corrected, those corrections should be tracked through a versioning process that documents the file’s history of modification. Versioning should meet audit guidelines applicable to the jurisdiction.

- File Uniformity
  - Awareness of the file types being stored, along with the contents (e.g., compression, header data and associated metadata), is important to ensuring long-term preservation and is critical for a complete and reliable data migration.
  - Various electronic image formats have been adopted and used over the years during which electronic images have been created. As of March 2017, PRIA recommends the use of PDF/A-2A as a standard for preservation of electronic images.<sup>5</sup> Other preservation format standards for property records may evolve.
  - Computer systems and software continue to evolve at a rapid pace. Expecting new systems to maintain backward compatibility with historical media and data formats has already proven to be problematic. Insisting on backward compatibility would eventually limit the technological progress. When information access, migration, or preservation are at stake, it is incumbent on the person(s) with custodial responsibility for that information to recognize upcoming hardware and/or software obsolescence and make the necessary changes to avoid orphaning image and/or index data.
- Life Expectancy (LE)

LE refers to the timeframe during which information can be retrieved without significant loss of data and image integrity. Implied in an LE rating is both existence and access. For example, information written on polyester base microfilm, processed correctly, and stored at 21°C and 50 percent relative humidity has an LE of 500 years. Thus, the information the microfilm holds is expected to be retrievable for 500 years after processing. At this time, there is no LE rating associated with electronic storage media or the data it holds.
- Data Migration

Whether technology obsolescence or improved performance is the reason to migrate, changing storage media or data format is inevitable during the lifetime of a permanent record collection. For a migration program to reliably move information, it needs to recognize every data format in the source file (see File Uniformity above). Even when this is done, files can become corrupted during the transfer process so comparing the migrated file with the original is a necessary audit procedure to ensure that the migration was successful.

---

<sup>5</sup> See PRIA March 2017 [TIFF-PDF/A White Paper](#).

## Conclusion

Preserving electronic records is a complex undertaking. It requires vigilance and a greater commitment and effort than was practiced with previous preservation formats and media. This paper addresses these electronic records preservation issues and offers the following conclusions:

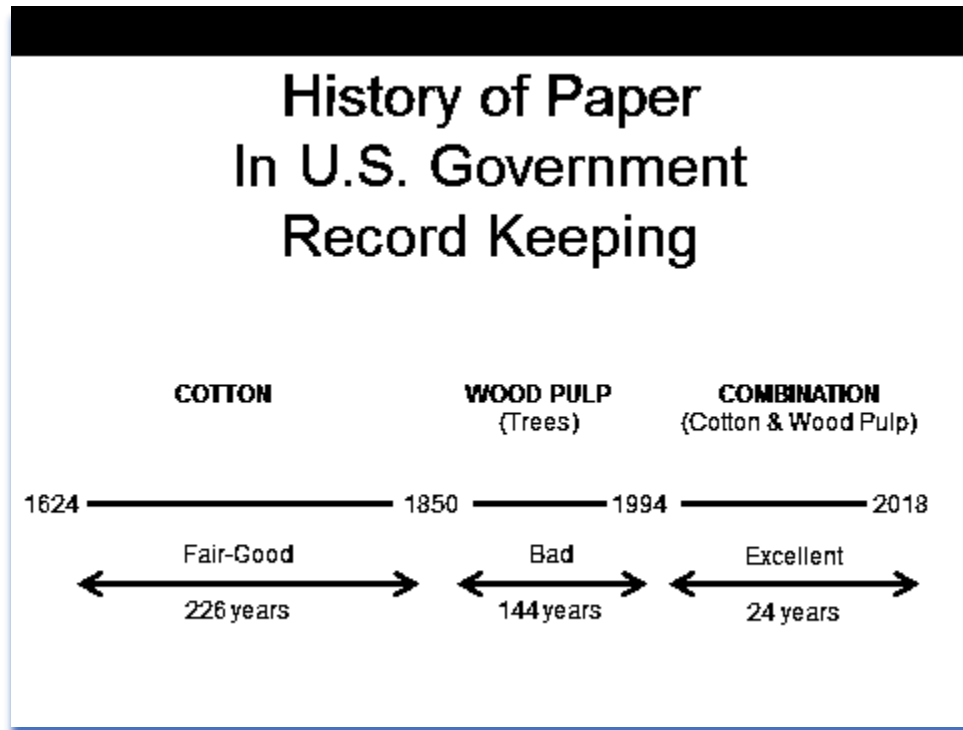
- Land Records are permanent (forever) in all United States jurisdictions. Permanent records are documents that retain legal, historical, and administrative value without any timeframe limitations. Responsibility for permanency rests on the shoulders of the current records custodians and their successors.
- Those responsible for both public and private land records repositories must develop an understanding of, and strategy for, electronic records preservation.<sup>6</sup> The difficulty in attaining permanency of land records through various storage methods has been underestimated and may be again with electronic records. The goal should be to prevent the loss of even one record.
- The on-going existence and authenticity of land records as captured require continuous attention for effective preservation.
- Laws and regulations, which set records management policies, are often slow to change while new technology options advance rapidly.
- Preservation of electronic records requires funding. In the past, adequately funding a preservation program has not been a high priority for recording jurisdictions, local governments, and private businesses.
- Creating a plan for electronic records preservation is essential. The plan should include viewpoints and expertise of a variety of people with different skill sets and expectations. The principles of preservation need to be considered and incorporated into the plan. Preservation is not computer system backup.
- For possible emergency options for recovery, incorporate previous preservation media (e.g., paper, microfilm, and optical media). These prior media are considered layers of insurance. As older layers of insurance become obsolete, new layers need to be added.
- The preservation plan must be regularly reviewed for effectiveness over a record's lifetime.

---

<sup>6</sup> See [Appendix 3 – Sample Electronic Records Policies \(I added as it wasn't referenced anywhere else in paper\)](#)

## Appendix 1 – Evolution of Paper

PRIA previously issued [A Brief History of Records Preservation](#) with more detail on paper records. The graphic below provides a timeline for the evolution of paper



Courtesy of Kofile Technologies



## Appendix 2 - Technical References

### LEGAL ADMISSIBILITY

ANSI/AIIM TR31/4-1994 (R1999): Performance Guidelines for Admissibility of Records Produced by Information Technology Systems as Evidence - Part IV: Model Act and Rule

ISO/TR 12036:2000: Micrographics - Expungement, deletion, correction or amendment of records on microforms

ANSI/AIIM TR31-2004: Legal Acceptance of Records Produced by Information Technology Systems

ISO/TR 12037:1998: Electronic imaging - Recommendations for the expungement of information recorded on write-once optical media

ISO/TR 12654:1997: 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

ISO/TR 15801:2009: Electronic imaging - Information stored electronically - Recommendations for trustworthiness and reliability

### MEDIA MANUFACTURING

ISO 18901:2010: Imaging materials - Processed silver-gelatin-type black-and-white films -- Specifications for stability

ISO 18902:2013: Imaging materials - Processed imaging materials -- Albums, framing and storage materials

ISO 18902:2007/Cor 1:2009: Imaging materials - Processed imaging materials - Albums, framing and storage materials

### QUALITY ASSURANCE - RECOMMENDED PRACTICES

ANSI/AIIM TR15-1997: Planning Considerations, Addressing Preparation of Documents for Image Capture

ANSI/AIIM MS44-1988 (R1993): Recommended practice for quality control of image scanners

ISO 10550:1994: Micrographics - Planetary camera systems - Test target for checking performance

ISO 6200:1999: Micrographics - First generation silver-gelatin microforms of source documents -- Density specifications and method of measurement

ISO 12650:1999: Document imaging applications - Microfilming of achromatic maps on 35 mm microfilm

ANSI/AIIM MS48-1999: Recommended practices for filming public records on silver halide microfilm.

#### MEDIA AND ENCLOSURE TESTING

ISO 18917:1999: Photography - Determination of residual thiosulfate and other related chemicals in processed photographic materials - Methods using iodine-amylose, methylene blue and silver sulfide

ISO 18915:2000: Imaging materials - Methods for the evaluation of the effectiveness of chemical conversion of silver images against oxidation

ISO 18916:2007: Photography - Processed photographic materials - Photographic activity test for enclosure materials

#### MEDIA INSPECTION

ISO/TR 12031:2000: Micrographics - Inspection of silver-gelatin microforms for evidence of deterioration

#### ENVIRONMENTAL CONDITIONS

ISO/TR 18931:2001: Imaging materials - Recommendations for humidity measurement and control

ISO 18911:2010: Imaging materials - Processed safety photographic films - Storage practices

ISO 18934:2011: Imaging materials - Multiple media archives - Storage environment

#### TRUSTED SYSTEM ARCHITECTURE

AIIM ARP1-2007: Analysis, Selection, and Implementation of Electronic Document Management Systems (EDMS)

ISO 14641-1:2012: Electronic archiving - Part 1: Specifications concerning the design and the operation of an information system for electronic information preservation

## Appendix 3 – Sample Electronic Records Policies

Some national and state electronic records policies and recommended practices:

- AIIM ARP-1-2009 - Analysis, Selection, and Implementation of Electronic Document Management Systems (EDMS)
  - [https://www.aiim.org/Resources/Standards/AIIM\\_ARP-1-2009](https://www.aiim.org/Resources/Standards/AIIM_ARP-1-2009)
- California Trusted System Specification
  - <https://admin.cdn.sos.ca.gov/regulations/tech/electronic-docs/docs/20120709-final-approved-text.pdf>.
- Florida Electronic Records Policy
  - [Rule 1B-26.003 Florida Administrative Code](#)
  - [Electronic Records and Records Management Practices \(November 2010\)](#)
- ISO/TR 15801:2017(en) - Document Management - Electronically Stored Information – Recommendations for Trustworthiness and Reliability
  - <https://www.iso.org/obp/ui/#iso:std:iso:tr:15801:ed-3:v1:en>
- Washington State Electronic Records Policy
  - <http://apps.leg.wa.gov/wac/default.aspx?cite=434-662&full=true>