
**Document management — Digital
preservation — Analog recording to
silver-gelatin microform**

*Gestion des documents — Conservation numérique — Enregistrement
analogique au microforme sur gélatine-argent*

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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 procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 171, *Document management applications*, Subcommittee SC 1, *Quality*.

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Introduction

The perceived value of condensing information by optically filming documents, engineering drawings, and cartographic materials to microfilm has been well established along with a large collection of ISO standards that have provided standards and guidance for many years. As more and more information is generated in digital format, only concerns have arisen regarding preservation of digital data and images. History has shown that as long as preservation information is kept in analog format, the digital format becomes more usable, upgradable, and most importantly, safer. The National Micrographics Association (NMA) in 1943 started standardization of practices for the manufacture and use of microfilm, supplies, and equipment in conjunction with organizations such as, the National Bureau of Standards (later to become National Institute of Standards (NIST), National Archives of the US (NARA), Library of Congress (LOC), American National Standards Institute (ANSI), manufacturers such as, Eastman Kodak Company, 3M, Dupont, IBM, and many others.

These documents were introduced into the ISO environment and published as

- ISO 6199:2005, *Micrographics — Microfilming of documents on 16 mm and 35 mm silver-gelatin type microfilm — Operating procedures*, and
- ISO 9923:1994, *Micrographics — Transparent A6 microfiche — Image arrangements*.

In about 1960, Enterprise Report Management (ERM) recognized the value of directly recording computer data onto microfilm using Computer Output Microfilm (COM). These practices and documents all share the common practice of using optical techniques for information capture onto microfilm. The critical test element used in measuring quality in all these systems is based on the ISO test chart 3334 (see [Figure 1](#)).

These were introduced into ISO as

- ISO 8514-1:2000, *Micrographics — Alphanumeric computer output microforms — Quality control — Part 1: Characteristics of the test slide and test data*, and
- ISO 8514-2:2000, *Micrographics — Alphanumeric computer output microforms — Quality control — Part 2: Method*.