

# WITHDRAWN / RETIREE

CAN/CGSB-72.11-93  
AMENDMENT NO. 1  
MODIFICATIF N° 1  
April/Avril 2000

## CANADIAN GENERAL STANDARD BOARD

### MICROFILM AND ELECTRONIC IMAGES AS DOCUMENTARY EVIDENCE

#### Part I: GENERAL

##### 2. APPLICABLE PUBLICATIONS

Change par. 2.1 to read:

2.1 The following publications are applicable to this standard:

2.1.1 American National Standards Institute/  
Association for Information and Image Management (ANSI/AIIM)

MS23-1998 — Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents.

MS52-1991 — Recommended Practice for the Requirements and Characteristics of Original Documents Intended for Optical Scanning.

##### 3. TERMINOLOGY

Change this paragraph to read:

The following terminology is applicable to this standard. For further definitions of terms commonly used in referring to micrographics and electronic images, please see AIIM TR02-1998 and ISO 6196 Parts 1-8. The sources of these publications are shown in Part IV, par. 1.2.

## OFFICE DES NORMES GÉNÉRALES DU CANADA

### MICROFILMS ET IMAGES ÉLECTRONIQUES - PREUVE DOCUMENTAIRE

#### Partie I: GÉNÉRALITÉS

##### PUBLICATIONS APPLICABLES

Modifier l'al. 2.1 comme suit:

Les publications suivantes s'appliquent à la présente norme:

American National Standards Institute/Association for Information and Image Management (ANSI/AIIM)

MS23-1998 —Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents.

MS52-1991 — Recommended Practice for the Requirements and Characteristics of Original Documents Intended for Optical Scanning.

##### TERMINOLOGIE

Modifier ce paragraphe comme suit:

Les définitions suivantes s'appliquent à la présente norme. Pour connaître la définition des termes couramment utilisés en micrographie et en images électroniques, l'utilisateur est invité à consulter les normes AIIM TR-02-1998 et ISO 6196 parties 1 à 8 dont les sources de diffusion sont indiquées à la partie IV, par. 1.2.

## Part IV: NOTES AND EXPLANATORY NOTES

### 1. NOTES

Change par. 1.1 to read:

- 1.1 **Related publications** – The following publications are related to this standard:

1.1.1 Canadian General Standards Board (CGSB)

CAN/CGSB-72.19 — Criteria for the Evaluation of Micrographic Service Bureaux.

1.1.2 American National Standards Institute/Association for Information and Image Management (ANSI/AIIM)

MS44-1988 (R1993) — Recommended Practice for Quality Control of Image Scanners.

TR02-1998 — Glossary of Document Technologies

TR15-1997 — Planning Considerations, Addressing Preparation of Documents for Image Capture

TR25-1995 — The Use of Optical Disks for Public Records

TR31/1-1992 (R1999) — Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems Part 1: Performance Guideline for Admissibility of Records Produced by Information Technology Systems as Evidence.

1.1.3 International Organization for Standardization (ISO)

ISO 6196 — Micrographics — Vocabulary — Parts 1-8.

ISO 10196 — Micrographics — Recommendations for the creation of original documents

PDTR 12036.2 — Micrographics — Recommended Practice for the expungement, deletion, correction or amendment of records on microfilms

ISO 12651 — Electronic imaging — Vocabulary

## Partie IV: REMARQUES ET NOTES EXPLICATIVES

### REMARQUES

Modifier le par. 1.1 comme suit:

**Publications connexes** – Les publications suivantes sont associées à la présente norme:

Office des normes générales du Canada (ONGC)

CAN/CGSB-72.19 — Critères d'évaluation des bureaux de services micrographiques.

American National Standards Institute/Association for Information and Image Management (ANSI/AIIM)

MS44-1988 (R1993) — Recommended Practice for Quality Control of Image Scanners.

TR02-1998 — Glossary of Document Technologies

TR15-1997 — Planning Considerations, Addressing Preparation of Documents for Image Capture

TR25-1995 — The Use of Optical Disks for Public Records

TR31/1-1992 (R1999) — Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems Part 1: Performance Guideline for Admissibility of Records Produced by Information Technology Systems as Evidence.

Organisation internationale de normalisation (ISO)

ISO 6196 — Micrographie — Vocabulaire — Parties 1-8.

ISO 10196 — Micrographie — Recommandations pour la création des documents originaux

PDTR 12036.2 — Micrographics — Recommended Practice for the expungement, deletion, correction or amendment of records on microfilms

ISO 12651 — Imagerie électronique — Vocabulaire

**CD 12652 — Technical Report on planning considerations addressing preparation of documents for image capture systems**

**ISO/TR 12654 — 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.**

Change par. 1.2 to read:

**1.2 Sources of Referenced Publications**

- 1.2.1 The publication referred to in Part IV, par. 1.1.1 may be obtained from the Canadian General Standard Board, Sales Centre, Ottawa, Canada K1A 1G6. Telephone (819) 956-0425 or 1-800-665-CGSB. Fax (819) 956-5644.
- 1.2.2 The publications referred to in Part I, par. 2.1.1 and Part IV, par. 1.1.2 may be obtained from Access Document Conversions, 333 Wyecroft Road. #8, Oakville, Ontario L6K 2H2. Telephone (905) 338-9030. Fax (905) 338-8926. E-mail: [accessys@worldchat.com](mailto:accessys@worldchat.com), or from the Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Springs, MD 20910-5699, U.S.A. Telephone (301) 587-8202. Fax (301) 587-2711. E-Mail: [aiim@aiim.org](mailto:aiim@aiim.org) Web site: <http://www.aiim.org>.
- 1.2.3 The publications referred to in Part IV, par. 1.1.3 may be obtained from the Global Info Centre Canada, 240 Catherine Street, Suite 305, Ottawa, Ontario K2P 2G8. Telephone (613) 237-4250 or 1-800-854-7179. Fax (613) 237-4251.

**CD 12652 — Technical Report on planning considerations addressing preparation of documents for image capture systems**

**ISO/TR 12654 — 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 (disponible en anglais seulement).**

Modifier le par. 2.1 comme suit:

**Sources de diffusion des publications de référence**

La publication mentionnée à la Partie IV, al. 1.1.1, est diffusée par l'Office des normes générales du Canada. Centre des ventes, Ottawa, Canada K1A 1G6. Téléphone (819) 956-0425 ou 1-800-665-CGSB. Télécopieur (819) 956-5644.

Les publications mentionnées à la Partie I, al. 2.1.1 et à la Partie IV, al. 1.1.2, sont diffusées par l'Access Document Conversions, 333 Wyecroft Road. #8, Oakville, Ontario L6K 2H2. Téléphone (905) 338-9030. Télécopieur (905) 338-8926. Courriel: [accessys@worldchat.com](mailto:accessys@worldchat.com), ou de l'Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Springs, MD 20910-5699, U.S.A. Téléphone (301) 587-8202. Télécopieur (301) 587-2711. Courriel: [aiim@aiim.org](mailto:aiim@aiim.org) Site Web: <http://www.aiim.org>

Les publications mentionnées à la Partie IV, al. 1.1.3, sont diffusées par le Centre canadien d'information globale, 240, rue Catherine, bureau 305, Ottawa, Ontario K2P 2G8. Téléphone (613) 237-4250 ou 1-800-567-1914. Télécopieur (613) 237-4251.