

Dit document mag slechts op een stand-alone PC worden geïnstalleerd. Gebruik op een netwerk is alleen toestaan als een aanvullende licentieovereenkomst voor netwerkgebruik met NEN is afgesloten.
This document may only be used on a stand-alone PC. Use in a network is only permitted when a supplementary license agreement for us in a network with NEN has been concluded.



Nederlandse norm

NEN-ISO 13008

(en)

Information and documentation - Digital records
conversion and migration process (ISO
13008:2012, IDT)

ICS 01.140.20

juni 2012

Als Nederlandse norm is aanvaard:

- ISO 13008:2012, IDT

Oorb
Preview

Normcommissie 380046 "Informatie en Documentatie"



THIS PUBLICATION IS COPYRIGHT PROTECTED

DEZE PUBLICATIE IS AUTEURSRECHTELIJK BESCHERMD

Apart from exceptions provided by the law, nothing from this publication may be duplicated and/or published by means of photocopy, microfilm, storage in computer files or otherwise, which also applies to full or partial processing, without the written consent of the Netherlands Standardization Institute.

The Netherlands Standardization Institute shall, with the exclusion of any other beneficiary, collect payments owed by third parties for duplication and/or act in and out of law, where this authority is not transferred or falls by right to the Reproduction Rights Foundation.

Auteursrecht voorbehouden. Behoudens uitzondering door de wet gesteld mag zonder schriftelijke toestemming van het Nederlands Normalisatie-instituut niets uit deze uitgave worden verveelvoudigd en/of openbaar gemaakt door middel van fotokopie, microfilm, opslag in computerbestanden of anderszins, hetgeen ook van toepassing is op gehele of gedeeltelijke bewerking.

Het Nederlands Normalisatie-instituut is met uitsluiting van ieder ander gerechtigd de door derden verschuldigde vergoedingen voor verveelvoudiging te innen en/of daartoe in en buiten rechte op te treden, voor zover deze bevoegdheid niet is overgedragen c.q. rechtens toekomt aan de Stichting Reprorecht.

Although the utmost care has been taken with this publication, errors and omissions cannot be entirely excluded. The Netherlands Standardization Institute and/or the members of the committees therefore accept no liability, not even for direct or indirect damage, occurring due to or in relation with the application of publications issued by the Netherlands Standardization Institute.

Hoewel bij deze uitgave de uiterste zorg is nagestreefd, kunnen fouten en onvolledigheden niet geheel worden uitgesloten. Het Nederlands Normalisatie-instituut en/of de leden van de commissies aanvaarden derhalve geen enkele aansprakelijkheid, ook niet voor directe of indirecte schade, ontstaan door of verband houdend met toepassing van door het Nederlands Normalisatie-instituut gepubliceerde uitgaven.

Copyright

Information and documentation — Digital records conversion and migration process

Information et documentation — Processus de conversion et migration des documents d'activité numériques



Copyrighted
Preview



COPYRIGHT PROTECTED DOCUMENT

© ISO 2012

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 either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Organizational and business framework	4
4.1 General	4
4.2 Conversion and migration drivers	4
4.3 Planning for the conversion and migration process	5
4.4 Establishing a conversion and migration program	6
5 Recordkeeping requirements	8
5.1 General	8
5.2 Conversion and migration requirements	8
5.3 Conversion/migration process metadata	9
5.4 Recordkeeping process metadata implementation issues	9
6 Conversion and migration planning	10
6.1 General	10
6.2 Business requirements	10
6.3 General administrative planning	11
6.4 Technology planning requirements	12
7 Conversion and migration procedures	12
7.1 General	12
7.2 Procedures	13
7.3 Conversion/migration project planning	15
7.4 Testing	18
7.5 Conversion/migration	20
7.6 Validating	22
8 Monitoring	24
Bibliography	25

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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 13008 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

Orbbee.nl
Preview

Introduction

This International Standard provides guidance for the conversion of records from one format to another and the migration of records from one hardware or software configuration to another. It contains applicable records management requirements, the organizational and business framework for conducting the conversion and migration process, technology planning issues, and monitoring/controls for the process. It also identifies the steps, components and particular methodologies for each of these processes, covering such topics as workflow, testing, version control and validation.

The development of this International Standard was derived from Reference [13].

With the rapid pace of technological change, many records in digital form will, at some point, need to be converted from one format to another, or migrated from one system to another to ensure their continued accessibility and processability.

This is not to suggest that conversion and migration are the only approaches to preserving digital records. Other methods, such as emulation, do exist or are under development. Conversion and migration are, however, two of the more prevalent methods of digital preservation at this time. While this International Standard does not address digital preservation per se, the conversion and migration processes can have an impact on a digital preservation strategy. How an organization chooses to set up the conversion and migration processes (which format to employ, the level of control needed, and so on) largely influences its view of the record. At the time of the development of this International Standard, no single preferred preservation method had been identified. However, institutions recognize the benefit of standardized procedures; many test beds and task forces have been established to explore and research conversion, migration, emulation and refreshment, among other preservation procedures, to determine what should work best.

Conversion and migration represent separate approaches to preserving digital records. It is important to implement them in a managed way to prevent any degradation or loss in the authenticity, reliability, integrity and usability of the records, thus ensuring an "authoritative record" as described in ISO 15489-1:2001, 7.2.2 to 7.2.5. This International Standard outlines the program components, planning issues, recordkeeping requirements and procedures for performing the conversion and migration of digital records so as to preserve their authenticity, reliability, integrity and usability so that they continue to act as evidence of business transactions.

From the outset, note that it is not necessary to adopt all of the procedures recommended in this International Standard to ensure that records management requirements are met. The decision regarding which procedures to adopt depends on such factors as the type of conversion or migration to be performed and the level of risk the organization is willing to accept. In addition, organizations would be well advised to incorporate future planning for further conversion and/or migration of records among requirements for managing enterprise electronic recordkeeping systems.

Before starting a conversion or migration project, individuals designated as "key" to the process need to be aware of records management requirements. The term "recordkeeping criteria/requirements" in records and information management means an adherence to a set of principles that relate to record integrity, authenticity, reliability and usability. Adherence to these principles ensures that record content, context and structure are maintained and that a given record's standing as evidence of business activity is not compromised. The principles apply regardless of how long the record is retained.

This International Standard does not specifically address conversions and migrations as a routine, ongoing business-as-usual work.

Probleem
Preview

Information and documentation — Digital records conversion and migration process

1 Scope

This International Standard specifies the planning issues, requirements and procedures for the conversion and/or migration of digital records (which includes digital objects plus metadata) in order to preserve the authenticity, reliability, integrity and usability of such records as evidence of business transactions. These digital records can be active or residing in a repository.

These procedures do not comprehensively cover:

- backup systems;
- preservation of digital records;
- functionality of trusted digital repositories;
- the process of converting analogue formats to digital formats and vice versa.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 15489-1, *Information and documentation — Records management — Part 1: General*

ISO 23081-2, *Information and documentation — Managing metadata for records — Part 2: Conceptual and implementation issues*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 15489-1 and the following apply.

3.1

access

right, opportunity, means of finding, using, or retrieving information

[ISO 15489-1:2001, definition 3.1]

3.2

attribute

characteristic of an object or entity

NOTE Adapted from ISO/IEC 11179-3:2003.

3.3

authenticity

record that can be proven to be what it purports to be, to have been created or sent by the person purported to have created or sent it, and to have been created or sent at the time purported

NOTE This term is further described in ISO 15489-1:2001, 7.2.2.

Bestelformulier

Stuur naar:

NEN Standards Products & Services
t.a.v. afdeling Klantenservice
Antwoordnummer 10214
2600 WB Delft



NEN Standards Products & Services

Postbus 5059
2600 GB Delft

Vlinderweg 6
2623 AX Delft

T (015) 2 690 390
F (015) 2 690 271

www.nen.nl/normshop

Ja, ik bestel

__ ex. NEN-ISO 13008:2012 en Informatie en documentatie - Conversie en migratieproces van digitale opnamen € 125.90

Wilt u deze norm in PDF-formaat? Deze bestelt u eenvoudig via www.nen.nl/normshop

Gratis e-mailnieuwsbrieven

Wilt u op de hoogte blijven van de laatste ontwikkelingen op het gebied van normen, normalisatie en regelgeving? Neem dan een gratis abonnement op een van onze e-mailnieuwsbrieven. www.nen.nl/nieuwsbrieven

Gegevens

Bedrijf / Instelling _____

T.a.v. _____ O M O V

E-mail _____

Klantnummer NEN _____

Uw ordernummer _____ BTW nummer _____

Postbus / Adres _____

Postcode _____ Plaats _____

Telefoon _____ Fax _____

Factuuradres (indien dit afwijkt van bovenstaand adres)

Postbus / Adres _____

Postcode _____ Plaats _____

Datum _____ Handtekening _____

Retourneren

Fax: 015 2 690 271

E-mail: klantenservice@nen.nl

Post: NEN Standards Products & Services,

t.a.v. afdeling Klantenservice
Antwoordnummer 10214,
2600 WB Delft

(geen postzegel nodig).

Voorwaarden

- De prijzen zijn geldig tot 31 december 2018, tenzij anders aangegeven.
- Alle prijzen zijn excl. btw, verzend- en handelingskosten en onder voorbehoud bij o.m. ISO- en IEC-normen.
- Bestelt u via de normshop een pdf, dan betaalt u geen handeling en verzendkosten.
- Meer informatie: telefoon 015 2 690 391, dagelijks van 8.30 tot 17.00 uur.
- Wijzigingen en typfouten in teksten en prijsinformatie voorbehouden.
- U kunt onze algemene voorwaarden terugvinden op: www.nen.nl/leveringsvoorwaarden.