

## საქართველოს სტანდარტი

სსკ: 01.140.20

ინფორმაცია და დოკუმენტაცია - ციფრული ჩანაწერების კონვერსიისა და  
მიგრაციის პროცესი

სსტ ისო 13008:2022/2025

## საინფორმაციო მონაცემები

1 მიღებულია და დაშვებულია სამოქმედოდ: სსიპ-საქართველოს სტანდარტებისა და მეტროლოგიის ეროვნული სააგენტოს გენერალური დირექტორის 22/08/2025 წლის № 60 განკარგულებით

2 მიღებულია „თავფურცლის“ თარგმნის მეთოდით: სტანდარტიზაციის საერთაშორისო ორგანიზაციის (ისო) სტანდარტი ისო 13008:2022 „ ინფორმაცია და დოკუმენტაცია - ციფრული ჩანაწერების კონვერსიისა და მიგრაციის პროცესი”

3 პირველად:

4 რეგისტრირებულია: სსიპ-საქართველოს სტანდარტებისა და მეტროლოგიის ეროვნული სააგენტოს რეესტრში: 22/08/2025 წლის №268-1.3-042496

წინამდებარე სტანდარტის ნებისმიერი ფორმით გავრცელება სააგენტოს ნებართვის გარეშე აკრძალულია

# INTERNATIONAL STANDARD

# ISO 13008

Second edition  
2022-10

---

---

## Information and documentation — Digital records conversion and migration process

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

საინფორმაციო ნაწილი. სრული ტექსტის სანახავად შეიძინეთ სტანდარტი.



Reference number  
ISO 13008:2022(E)

© ISO 2022



**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2022

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office  
CP 401 • Ch. de Blandonnet 8  
CH-1214 Vernier, Geneva  
Phone: +41 22 749 01 11  
Email: [copyright@iso.org](mailto:copyright@iso.org)  
Website: [www.iso.org](http://www.iso.org)

Published in Switzerland

# Contents

Page

Foreword.....	v
Introduction.....	vi
<b>1 Scope.....</b>	<b>1</b>
<b>2 Normative references.....</b>	<b>1</b>
<b>3 Terms and definition.....</b>	<b>1</b>
<b>4 Organizational and business framework.....</b>	<b>3</b>
4.1 General.....	3
4.2 Conversion and migration drivers.....	4
4.2.1 General.....	4
4.2.2 Conversion drivers.....	4
4.2.3 Migration drivers.....	4
4.3 Planning for the conversion and migration process.....	5
4.3.1 General.....	5
4.3.2 Risk management.....	5
4.3.3 When to convert or migrate.....	5
4.3.4 Conversion and migration considerations.....	6
4.4 Establishing a conversion and migration program.....	6
4.4.1 General.....	6
4.4.2 Development of procedures documentation.....	7
<b>5 Conversion and migration requirements.....</b>	<b>8</b>
5.1 General.....	8
5.2 Conversion and migration preparatory activities.....	8
5.3 Conversion/migration process metadata.....	9
5.3.1 General.....	9
5.3.2 Conversion and migration process metadata implementation issues.....	10
<b>6 Conversion and migration technology planning.....</b>	<b>10</b>
6.1 General.....	10
6.2 Business requirements.....	11
6.3 General administrative planning.....	11
6.4 Technology planning requirements.....	12
6.4.1 General.....	12
6.4.2 Challenges posed by records created by new and emerging technologies.....	13
6.4.3 New and emerging technologies as enablers of conversion and migration.....	13
6.5 External conversion and migration services.....	13
<b>7 Conversion and migration procedures.....</b>	<b>14</b>
7.1 General.....	14
7.2 Procedures.....	14
7.2.1 General.....	14
7.2.2 Guidance on selecting appropriate procedures.....	15
7.2.3 Maintaining the records' characteristics.....	15
7.3 Conversion/migration project planning.....	17
7.3.1 General.....	17
7.3.2 Step 1: Understand the source records and their organizational environment.....	17
7.3.3 Step 2: Choose the desired state of the target records.....	18
7.3.4 Step 3: Choose/develop the conversion or migration method and activities.....	18
7.3.5 Step 4: Choose/develop a method of testing the conversion/migration method and activities.....	19
7.3.6 Step 5: Choose/develop a method of validating the conversion/migration and activities.....	19
7.3.7 Step 6: Decide on disposal of the source records.....	19
7.3.8 Step 7: Identify the required resources.....	19

7.3.9	Step 8: Document the conversion/migration process.....	20
7.3.10	Step 9: Document and obtain approval for the conversion/migration plan .....	20
7.4	Testing.....	20
7.4.1	General.....	20
7.4.2	Step 1: Plan the test.....	21
7.4.3	Step 2: Configure the test environment.....	21
7.4.4	Step 3: Conduct the test.....	21
7.4.5	Step 4: Assess test results.....	21
7.4.6	Step 5: Report results.....	22
7.5	Conversion/migration.....	22
7.5.1	General.....	22
7.5.2	Step 1: Prepare for the conversion/migration.....	22
7.5.3	Step 2: Define the records for conversion/migration.....	22
7.5.4	Step 3: Configure the conversion/migration environment.....	23
7.5.5	Step 4: Conduct conversion/migration.....	24
7.5.6	Step 5: Check and correct errors.....	24
7.6	Validation .....	24
7.6.1	General.....	24
7.6.2	Step 1: Assign responsibility .....	24
7.6.3	Step 2: Determine the validation activities.....	24
7.6.4	Step 3: Establish the system in the validation environment.....	25
7.6.5	Step 4: Conduct validation.....	25
7.6.6	Step 5: Analyse results.....	25
7.6.7	Step 6: Report results of the validation .....	25
7.6.8	Step 7: Update descriptive information about the records .....	26
7.6.9	Step 8: Manage the originating version .....	26
7.6.10	Step 9: Operationalize the new version .....	26
7.6.11	Step 10: Authorization.....	26
<b>8</b>	<b>Monitoring.....</b>	<b>26</b>
	<b>Bibliography.....</b>	<b>28</b>

## 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](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

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

This second edition cancels and replaces the first edition (ISO 13008:2012), which has been technically revised.

The main changes are as follows:

- the terms and definitions have been updated;
- additional drivers for conversion/migration have been added;
- conversion and migration requirements have been clarified;
- the Bibliography has been updated.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

## Introduction

This document 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.

Due to the rapid pace of technological change, and digital preservation requirements, 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. While this document 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. There is no single, one-size-fits-all preservation method. 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 works 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 15489-1:2016, 5.2.2. This document outlines the program components, planning issues, records management 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. In cases where conversion and migration are carried out at the same time, all requirements and guidance in this document apply.

From the outset, note that it is not necessary to adopt all of the procedures recommended in this document 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 electronic document and records management systems (EDRMS).

Before starting a conversion or migration project, individuals designated as “key” to the process need to be aware of records management requirements. The term “records management criteria/requirements” in records and information management means an adherence to a set of principles that relate to record integrity, authenticity, reliability and usability and, where appropriate, compliance with relevant legal and regulatory requirements. 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 document is applicable for both ad hoc conversion or migration projects as well as programs for regular and ongoing conversion or migration.

საინფორმაციო ტექნოლოგიების განვითარების უწყისებების განხორციელების მიზნით