

საქართველოს სტანდარტი

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სახელმძღვანელოების დანერგვა

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**Information and documentation —
Implementation guidelines for digitization
of records**

*Information et documentation — Mise en œuvre des lignes directrices
pour la numérisation des enregistrements*



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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.

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This Technical Report was based on Archives New Zealand's *Recordkeeping Standard S6: Digitisation Standard*, published in January 2006.

საინფორმაციო ნაწილი. სრული ტექსტის საწარმოებელი შეიქმნა სტანდარტი.

Introduction

With the shift to managing records in digital systems, many organizations are digitizing paper and/or other non-digital records. To manage themselves effectively, organizations need to create full and accurate records of their activities and maintain these records over time for subsequent reference. These considerations are valid regardless of the records' storage media.

Digitization is the process of converting hard-copy, or other non-digital, records into a digital format, such as taking digital photographs of non-digital source records or imaging non-digital source records (also known as scanning).

When converting records into digital objects, they are commonly:

- a) captured as static pictures (raster image) represented by pixels;
- b) processed by optical character recognition technology which converts the pixels into digital representations which are searchable, editable and manipulable; or
- c) captured into both formats.

Digitization can broadly be categorized into two types:

- business-process digitization: ongoing, routine digitization as part of daily business processes;
- digitization projects: project-based bulk digitization of legacy records.