

TECHNICAL INTEROPERABILITY STANDARD

For E-Document Authentic Copy and Conversion Procedures.



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13172 *Resolution of the Secretary of State for Public Service, of July 19th, giving approval to the Technical Interoperability Standard for E-Document Authentic Copy and Conversion Procedures.*

The National Interoperability Framework, established in Article 42, Section 1, of Law 11/2007, of 22 June, on Citizens' E-Access to Public Services, is aimed at creating the conditions necessary to guarantee an appropriate level of technical, semantic and organisational interoperability of the systems and applications used by the Public Administration, allowing the exercise of rights and fulfilment of obligations through e-access to public services, while acting in the interest of effectiveness and efficiency.

Royal Decree 4/2010, of 8 January, regulating the National Interoperability Framework for E-Government, establishes in its Additional Provision 1 the development of a series of Technical Interoperability Standards, which must be complied with by the Public Administration.

The Technical Interoperability Standards describe specific aspects of a wide range of topics such as e-documents, digitisation, e-file, authentic copy and conversion, signature policy, standards, data brokerage, data models, e-document management, connection to the communication network of the Spanish Public Administration, data models for the exchange of registry entries and declaration of conformity; all of which are necessary to guarantee the more practical and operational aspects of interoperability between the Public Administration agencies and citizens. These Technical Interoperability Standards shall be further developed and improved over time, parallel to the progress of the e-government services, their supporting infrastructure, and the evolution of technology, in order to meet the requirement in Article 42.3 of Law 11/2007, of 22 June.

Within the Technical Interoperability Standards, those related to e-documents, e-files, the digitisation of paper documents, authentic copy and conversion procedures, and e-document management policy are in accordance with the provisions in the aforementioned Royal Decree 4/2010, of 8 January, on the interoperability, retrieval and preservation of e-documents, in light of the need to guarantee these aspects for e-documents throughout their lifecycle.

In particular, the Technical Interoperability Standard for E-Document Authentic Copy and Conversion Procedures establishes the rules for the production and issue of authentic e-copies and authentic paper copies of e-documents in the Public Administration, and for the format conversion of e-documents by the Public Administration. The aspects regarding the management of documents created through authentic copy and conversion procedures are set forth in the Technical Interoperability Standard for E-Document Management Policy.

Drafted in collaboration with all Public Administration agencies to which it applies, the present Technical Standard has received a favourable report from the Standing Committee of the High Council for E-Government, at the proposal of the Sector Committee of E-Government.

In accordance with the provisions in Section 2 of Additional Provision 1 of Royal Decree 4/2010, of 8 January, the Secretary of State decides:

One

To approve the Technical Interoperability Standard for E-Document Authentic Copy and Conversion Procedures, whose text is transcribed below.

Two

That the Technical Interoperability Standard for E-Document Authentic Copy and Conversion Procedures that is being approved by virtue of this document shall come into force on the day following its publication in the Official State Gazette, irrespective of the clauses in Transitory Provision 1 of Royal Decree 4/2010, of 8 January, regulating the National Interoperability Framework for E-Government.

Madrid, 19 July, 2011. Secretary of State for Public Service María Consuelo Rumí Ibáñez.

TECHNICAL INTEROPERABILITY STANDARD FOR E-DOCUMENT AUTHENTIC COPY AND CONVERSION PROCEDURES

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I. Purpose

The Technical Interoperability Standard for E-Document Authentic Copy and Conversion Procedures is aimed at establishing the rules for the production of authentic e-copies and paper copies of e-documents in the Public Administration, and for the format conversion of e-documents.

II. Scope of application

This standard shall apply to e-document authentic copy and conversion procedures within the scope established in Article 3 of Royal Decree 4/2010, of 8 January, regulating the National Interoperability Framework for E-Government.

III. General characteristics of authentic e-copies

III.1. Those e-copies that, being identical to the original e-document, have not undergone changes of format or contents shall have the same legal value as the original e-document.

III.2. Authentic e-copies shall be issued from original documents or authentic copies.

III.3. Authentic e-copies shall be new e-documents containing the full or partial content of the document they are a copy of and complying with the provisions in the Technical Interoperability Standard for E-Documents.

III.4. The value of each of the minimum required metadata of an e-copy shall be assigned in accordance with the specific characteristics of each metadata and with the properties of the document, under the responsibility of the issuing body or entity.

III.5. The relationship between the authentic e-copy and the original document shall be represented in the metadata of the e-copy by means of the metadata «Original document identifier», which shall be assigned the value corresponding to the original document.

III.6. Authentic e-copies shall be signed using one of the signature systems defined in Articles 18 and 19 of Law 11/2007, of 22 June, on Citizens' E-Access to Public Services.

IV. Authentic e-copies in a different format

Authentic e-copies in a different format shall:

1. Be obtained by converting e-documents in accordance with the provisions set forth in Section VIII of this Standard.
2. Be assigned the value of «Authentic e-copy in a different format» in the minimum required metadata «Production status».

V. Authentic e-copies of paper documents

Authentic e-copies of paper documents or documents in other non-electronic media that can be digitised by photoelectric means shall:

1. Be obtained by digitising the original document in compliance with the provisions in the Technical Interoperability Standard for Document Digitisation.
2. Be assigned the value of «Authentic e-copy of a paper document» in the minimum required metadata «Production status».

VI. Authentic e-copies of parts of documents

Authentic e-copies of parts of documents shall:

1. Be obtained by excerpting content from the original document or using other e-methods protecting the confidentiality of the data that do not concern the interested party.
2. Shall be assigned the value of «Authentic e-copy of a part of a document» in the minimum required metadata «Production status».

VII. Authentic paper copies of Public Administration e-documents

Authentic paper copies of e-documents in the Public Administration shall be obtained in accordance with the relevant regulations, and with the provisions concerning access to e-documents in the Technical Interoperability Standard for E-Documents for verification purposes.

VIII. E-document conversion

VIII.1. E-document conversion involves the creation of a new e-document in a different format or version from the original document, complying with the provisions in the Technical Interoperability Standard for E-Documents.

VIII.2. E-document conversion shall be done observing the following:

a) The application of conversion procedures established within a document management framework defined in accordance with the Technical Interoperability Standard for E-Document Management Policy.

b) The preservation of the content, context and structure of the original document, and the identification of the components that require special treatment during conversion due to their special nature.

c) The format of the converted document, which shall be selected from those established in the Technical Interoperability Standard for Standard Catalogues and shall allow the reproduction of the information contained in the original document, minimising the risk of information loss.

VIII.3. If the document resulting from the conversion needs to be certified as an authentic copy, the requirements in Sections 3 and 4 of this Standard shall also be met.