

TECHNICAL INTEROPERABILITY STANDARD

For Document Digitisation.



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MINISTRY OF TERRITORIAL POLICY AND PUBLIC ADMINISTRATION

13168 *Resolution of the Secretary of State for Public Service, of 19 July, 2011 giving approval to the Technical Interoperability Standard for Document Digitisation.*

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 in the Public Administration, allowing the exercise of rights and the 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 Additional Provision 1 the development of a series of Technical Interoperability Standards, which must be complied with in the Public Administration.

The Technical Interoperability Standards describe specific aspects of a wide range of topics such as e-documents, digitisation, e-files, authentic copy and conversion, signature policy, standards, data brokerage, data models, e-document management, connection to the communication network of the Spanish Public Administration, and 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 Public Administration agencies and citizens. These Technical Interoperability Standards shall be further developed and improved over time, parallel to the progress of e-government services, their supporting infrastructure, and the evolution of technology, in order to meet the provision 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 Digitisation describes the components of a digitised e-document, including digital images, e-signatures, and metadata, and the rules to digitise paper documents by the Public Administration in compliance with applicable formats, quality levels, technical conditions and standards. For e-document management and preservation issues, this Standard cross-refers to the Technical Interoperability Standard for E-Document Management Policy.

Drafted in collaboration with all the 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 E-Government Sector Committee.

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 Document Digitisation.

Two

That the Technical Interoperability Standard for Document Digitisation 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 DOCUMENT DIGITISATION

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I. Purpose

The Technical Interoperability Standard for Document Digitisation is intended to set forth the requirements that must be met when digitising paper documents or documents in other non-electronic media that can be digitised by photoelectric means.

II. Scope of application

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

III. Digitised e-documents

III.1 Document digitisation for the creation of e-documents shall be governed by the provisions in the Technical Interoperability Standard for E-Documents. The created document shall consist of:

a) A digital image showing the contents and layout of the original document in accordance with the provisions in Section IV of this Standard.

b) The minimum required metadata stipulated in the Technical Interoperability Standard for E-Documents.

Complementary metadata can be assigned to meet specific description requirements during the digitisation process, applied in accordance with the provisions in Technical Interoperability Standard for E-Document Management Policy.

c) When relevant, a signature for the digital image in compliance with applicable regulations.

III.2 For a digitised e-document to be an authentic copy of the original document, it shall comply with the requirements in the Technical Interoperability Standard for E-Document Authentic Copy and Conversion Procedures.

IV. *Digital image requirements*

IV.1 Digital images shall use the image file formats stipulated in the Technical Interoperability Standard for Catalogue of Standards.

IV.2 The minimum digital image resolution shall be 200 pixels per inch, irrespective of whether they are black-and-white, colour, or greyscale images.

IV.3 Digital images must be faithful reproductions of original documents. This means that:

- a) They must reproduce original documents' layout in terms of size and proportions.
- b) They must not contain characters or graphics that are not included in original documents.
- c) They must be created in accordance with Section V of this Standard.

V. *Digitisation process*

In order to meet the requirements in Section IV above, document digitisation shall:

1. Be done through electronic procedures guaranteeing the completion of each step and comprising the following tasks:

a) Digitisation by photoelectric means, creating a digital image in the memory of the system associated with the device.

b) When relevant, automatic optimisation of the digital image to ensure legibility, so that all the contents of the original document can be read and are valid for document processing (thresholding, rotation, black border removal, and others).

c) Assignment of metadata to the digitised e-document according to the provisions in Section III.1 above.

d) When relevant, signature of the digital image.

2. Involve a series of preventive maintenance and regular control tasks to ensure that, at all stages, the digitisation process and the associated devices create images that are faithful to the paper document.