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**ISO/IEC JTC 1
Information Technology**

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1 (normative)

2 **JTC 1 Standing Document**
3 **Electronic Document Preparation, Distribution and Archiving**

4 ## Contents

30

1 Scope

This Standing Document provides JTC 1 guidance for the preparation, distribution and archiving of electronic documents, both within JTC 1 groups and for submission to ISO/IEC for further processing. In many cases, wider latitude is given for document preparation and distribution within JTC 1 entities, while stricter requirements are imposed on documents submitted to ISO/IEC for further processing.

In order to make information on ISO/IEC JTC 1 and its activities available to the widest range of audiences, it is essential that documents prepared in accordance with this Standing Document, to be distributed electronically be provided in an accessible format.

This document shall be used in conjunction with the JTC 1 Supplement to the ISO/IEC Directives Part 1, and in a manner that is consistent with the policies and procedures of the ISO Central Secretariat and the IEC Central Office. National laws and current ISO/IEC policies regarding copyright and intellectual property rights shall be respected.

Related Documentation:

- *ISO eServices Guide & eServices Update, and Guides to ISO IT applications* (http://www.iso.org/ISOeServicesGuide)
- *Provision of texts and graphics in electronic form* (http://www.iso.org/iso/provfile.pdf)
- *ITSIG specification for the preparation and exchange of graphics* (http://www.iso.org/iso/grpspec.pdf)
- *FAQ for graphics* (http://www.iso.org/iso/grph_faq.pdf)
- *ISO templates (*http://www.iso.org/templates*)*
- *IEC templates* (http://www.iec.ch/tiss/forms-templ.htm)
- *ITU-T templates* (http://www.itu.int/ITU-T/studygroups/templates/index.html)

2 Distribution Media

JTC 1 documents are provided externally through the ISO Central Secretariat and the IEC Central Office, the JTC 1 Secretariat and by the National Bodies. Appropriate media, as selected by these agencies, is used for distribution, and typically, it will consist of non-revisable documents posted to well-known web pages or through a storefront application. FTP may continue in use as a useful file transfer protocol, not only for efficiency purposes but also for accessibility purposes.

3 Virus Checking

All Secretariats and other entities charged with maintaining repositories shall use well-maintained anti-virus software to verify that files are virus-free. Document users also share the responsibility for an overall virus-free environment and are strongly encouraged to utilise up-to-date anti-virus software capable of scanning and verifying documents accessed via the Web.

It is the responsibility of *any* party, including a document user, to alert the Secretariat if it detects a virus in a distributed document. This will assist in minimising the spread of the virus. Appropriate actions in response to such notice include notification to recipients of the document (as possible); document removal; and replacing the stored document with a 'clean' version.

4 Document Abstracts

An Executive Summary or Abstract is required within JTC 1 for all standards and technical reports; however, this is not required for ISO/IEC documents. The ISO/IEC Directives, Part 2, 2004, 6.2.1 says "The scope shall be succinct so that it can be used as a summary for bibliographic purposes."

5 Principal Document Sequences

The following principal document production sequences are used within JTC 1.

5.1 International Standards

- New Work Item Proposal (NP)
- Working Draft (WD)
- Committee Draft (CD)
- Draft International Standard (DIS/FDIS)
- International Standard (IS)

5.2 Technical Reports

- New Work Item Proposal (NP)
- Working Draft (WD)
- Proposed Draft Technical Report (PDTR)
- Draft Technical Report (DTR)
- Technical Report (TR)
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5.3 Amendments

- New Work Item Proposal (NP)
- Working Draft (WD)
- Proposed Draft Amendment (PDAM/FPDAM)
- Draft Amendment (DAM/FDAM)
- Amendment (AMD)

5.4 Corrigenda

- Defect Report (DR)
- Draft Technical Corrigendum (DCOR)
- Technical Corrigendum (COR)

6 Document Formats

Within JTC 1 entities, and for documents that are not transmitted to ISO/IEC, a JTC 1 entity may approve the use of alternative document formats if it is concluded that the formats used for submission to ISO/IEC are not optimal for internal use. However, if this is done, there must be careful consideration given to using formats which are not common, and which might present issues when conversion is made to formats allowed for further processing at ISO/IEC.

102 The set of allowed formats for documents submitted to ISO/IEC is contained in the *Provision of texts and graphics*
103 *in electronic form[1]* . Further information may also be found by an examination of the ISO eServices interface used
104 for document submission (see *http://isotc.iso.org/livelink/si*), although an issued login from ISO/IEC is needed to
105 access this site. National Bodies and others entities allowed to actually submit documents will have a login.

106 The *Provision of texts and graphics in electronic form* also contains information on graphical file formats,
107 .html/.xhtml file formats, formats used for direct reference files (.pdf), and rules for the publication of documents
108 on CD-ROM or DVD.

109 For use within JTC 1 entities, graphics embedded in web-based revisable documents should be provided in GIF,
110 JPEG, SVG or PNG formats; however, JTC 1 SWG-Accessibility recommends the use of SVG, and that from an
111 accessibility perspective both SVG and PNG should be preferred over JPEG and GIF.

112 For submission to ISO/IEC, guidance on graphics formats is provided in the documents noted in Section 1 above.

113 As there are different acceptable document formats, the following table of recommended document formats is
114 based on the intended use of the final document within JTC 1. The appropriate ISO/IEC guidelines specify the
115 allowed formats for ISO/IEC use, both for input into ITTF and ultimate publication.

116

Intended Use of Final Document in JTC 1	Document Format						
	HTML	TXT	DOC	DOCX	ODT	WP	PDF
Simple Administrative Document	R	R	P	P	P	P	R
Simple Technical Document	P	R	P	P	P	P	R
ISO/IEC Standard in preparation	P	NR	R	R	R	P	P
Joint ISO/IEC and ITU-T Standard/Recommendation in Preparation	NR	NR	R	R	R	P	P
Document intended for Web page browsing	R	P	P	P	P	NR	P

KEY:
    R   Recommended
    P   Permitted
    NR   Not Recommended
Note: A Simple Technical Document is a document used in the preparation of the standard, such as a contribution, but is not an actual standard in development.							

117 **7   Document Structure**

118 Non-standards documents should be in single column format, which is more readable via electronic media and
119 because of potential problems with assistive technology.

120 Standards documents should conform to either of the following (as appropriate) concerning the rules for the
121 presentation, structure and drafting of International Standards:

122 •   For documents which will be submitted to ISO or IEC:

123   See ISO/IEC Directives, Part 2 - Rules for the structure and drafting of International Standards.

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[1] See *http://www.iso.org/iso/provfile.pdf*,
http://www.iso.org/iso/standards_development/processes_and_procedures/drafting_standards/guidelines_for_the_preparation_and_submission_of_texts.htm and
http://www.iso.org/iso/standards_development/processes_and_procedures/drafting_standards/guidelines_for_the_preparation_and_submission_of_graphics.htm

| 124 | For presentation purposes, Project editors shall make use of the ISO STD template provided by the ISO |
| 125 | Central Secretariat, unless there is an agreement with ISO/CS to do otherwise. |

126 • For documents which will be submitted to both ISO/IEC and ITU-T:

127 Project editors are encouraged to make use of the templates provided by the ISO Central Secretariat, the IEC
128 Central Office or the ITU-T Technical Standards Bureau as appropriate.

129 **8 Document Server Navigation Structure / Document Distribution**

130 Each SC and WG should define its navigational structure for document distribution. All SC and WG documents
131 shall be posted to the appropriate SC or WG level web pages. All parent JTC 1 documents should be located on
132 the JTC 1 web pages but may be referenced (e.g. linked to) by the SC or WG web pages as needed. The JTC 1
133 home page URL is *http://www.JTC1.org*. Links to all SC and WG home pages should be via the JTC 1 home
134 page and vice versa.

135 Documents specified as "Defined Access" (see Section 11.1 below) may be copied between JTC 1 and SC/WG
136 web sites in order to simplify distribution without the need for multiple passwords.

137 **9 File Naming Schema**

138 JTC 1 entities shall name their machine-readable files according to the criteria in this section; the actual
139 characters or words used in the file name should be as meaningful as possible and follow a scheme used
140 consistently within the entity for all file names.

141 For example, "iso-dis-3456-3.pdf" would be based on a concise schema showing only the kind of document and
142 document number. "SWGA-359-January-2009-SWG-A-Agenda.html" would add further information, as would
143 "JTC-1-N-9439-JTC-Supplement-to-the-ISO-IEC-Directives.doc".

144 As a practical limit, use a maximum of 70 characters in the file name, as this will facilitate line-by-line file name
145 listings as well as use with existing ISO/IEC reporting tools [see related documentation above]. In the case of
146 filenames used for CD/DVD distribution, consult the ISO eServices Guide.

147 The range of permitted characters is similarly limited for interoperability and ease of use:

148 • allowed characters: the numbers 0 to 9; the upper case letters A to Z; the lower case letters a to z without
149 diacritical marks; and the two symbols - (hyphen) and . (period);
150 • disallowed characters: the following 14 symbols \ / ; : * ? " < > | ! + % and _ (underscore); further,
151 the name must not include white space.

152 In order to provide clarity and interoperability, an appropriate file name extension is always required in the full file
153 name. Therefore, the period (.) shall be used and only used once per filename, to separate the actual file name
154 from the file name extension. The extensions are usually added by application programs and should not normally
155 be modified.

156 Further information regarding filename characters and schemas at ISO/IEC may be found in *Provision of texts*
157 *and graphics in electronic form* (*http://www.iso.org/iso/provfile.pdf*).

158 In schemes where numbers are used to identify documents in file names, if a document replaces an earlier
159 numbered document a new number shall be assigned (i.e. "N-346-Revised.pdf" is not permitted.)

160 **10 Document Register Log**

161 On the JTC 1 and subcommittee internal web sites, a master document register log shall be maintained in
162 descending order for internal use (most recent document first), allowing for character string search of the register.

163   To enable easier downloading of the register for local use, the register will also be organised in 50 document
164   increments. The document register will contain those elements of the cover sheet deemed to be useful for
165   document identification as defined below. The hyperlinked register will, when selected, provide a copy of the
166   document to those with authorised access.

167   Cover sheets to documents shall be based on the forms shown in the JTC 1 Forms folder found on the JTC 1
168   web site, and further information on information structure (such as "DATE: CCYY-MM-DD") is found in the sample
169   forms.

170   Notice of documents newly posted to a document store shall be announced via an e-mail message to the
171   appropriate electronic distribution list. The e-mail message shall contain the following items:

172   • Committee Name
173   • Date of posting ("CCYY-MM-DD")
174   • Sequential issue serial number (i.e. Issue 001)
175   • Document numbers found on the issue (e.g. "N 17, 19, 21"; "N 25-30"; or "Documents in the range of N 100-
176   150")
177   • Applicable segment of the document Register Log as defined above.

178   Secretariats are strongly encouraged to provide meeting agendas that are hyperlinked with all posted documents
179   placed in a single folder for download prior to the meeting.

180   **11   E-mail Lists**

181   Unless equivalent functionality is provided by automated tools, each Secretariat shall establish a list of e-mail
182   addresses that replicates the committee's formal distribution list, together with appropriate committee officers.
183   Any member that does not have an e-mail address may be listed with a facsimile number.

184   In some instances, and only upon written confirmation of the member, responsibility for receipt and distribution of
185   documents may be delegated to the member's Head of Delegation or another identified expert.

186   Secretariats may establish a separate distribution list, including additional addresses (i.e. individual experts, etc.),
187   for exchange of less formal documents. Registered experts on such mailing lists require their national body
188   agreement to gain regular access to formal documents.

189   **12   Access Control to JTC 1 documents**

190   **12.1   Open and restricted documents**

191   ISO, IEC and JTC 1 policies require that while some information is publicly available, other information must be
192   kept private to defined recipients. Document availability, action identifiers and acceptable forms of distribution are
193   defined in the following tables.

194   The ISO/IEC standardisation process encourages the widest possible dissemination of working documents
195   needed for preparing standards free of charge within the ISO/IEC System to ensure that all interested parties
196   have the opportunity to contribute to the development of a standard.

197   In this context, the "ISO/IEC System" means:

198   • the member bodies of ISO and IEC, specifically those who have elected to be P-members of a JTC 1 entity
199   (although O-members and non-members are entitled to receive documentation on request),
200   • JTC 1 liaison organisations,
201   • the delegates accredited by ISO/IEC members and liaison organisation to participate in JTC 1 committee
202   meetings,
203   • experts appointed to JTC 1 working groups, and

204 • members of national committees corresponding to JTC 1 committee and their sponsoring organisations (e.g.
205 trade associations, government departments, etc.).

206 As shown in the following table, the three general modes of document distribution (unless further defined by
207 ISO/IEC) are:

208 • Paper;
209 • Defined-Access (access limited to participants in the ISO System); and
210 • Open (no restrictions or passwords required).

211 Action Identifiers are shown in a table at the end of the following list.

212

Document Classification/Type	Action Identifier	Acceptable Forms of Distribution
Official Publications		
Procedural Documentation	FYI	Paper, Open
ISO TC Communiqué	FYI	Paper, Open
Published International Standard	FYI	Defined by ISO/IEC
Published Amendment	FYI	Defined by ISO/IEC
Published Technical Report	FYI	Defined by ISO/IEC
Published Technical Specification	FYI	Defined by ISO/IEC
Published Technical Corrigendum	FYI	Defined by ISO/IEC
Project-related Documents		
Proposed NP (proposal under review by WG or SC)	COM or LB	Paper, Open
Text for NP ballot (text submitted to JTC 1 for ballot)	LB	Paper, Open
Working Draft Text (for information or comment)	FYI or COM	Paper, Open
Working Draft Amendment Text (for information or comment)	FYI or COM	Paper, Open
Working Draft Technical Report Text (for information or comment)	FYI or COM	Paper, Open
Working Draft Technical Specification Text (for information or comment)	FYI or COM	Paper, Open
Text for CD ballot or comment	LB or COM	Paper, Open
Text for PDAM ballot or comment	LB or COM	Paper, Open
Text for PDTR ballot or comment	LB or COM	Paper, Open
Defect Report	COM	Paper, Open
Text for DIS ballot (Fast Track/PAS document)	ITTF	Defined-Access
Text for DTR ballot	LB	Paper, Defined-Access
Text for DCOR ballot	LB	Paper, Defined-Access
Text for DAM ballot	LB	Open
Text for FDIS ballot	ITTF	Defined-Access
Text for FDAM ballot	ITTF	Defined-Access

7

Revised DIS text for review (Fast Track/PAS document)	ACT	Defined-Access
Revised DTR text for NB review or ITU-T action	FYI	Paper, Defined-Access
Revised DCOR text for NB review or ITU-T action	FYI	Paper, Defined-Access
Final Text Submitted for IS Publication	ITTF	Paper, Defined-Access
Final Text Submitted for AMD Publication	ITTF	Paper, Defined-Access
Final Text Submitted for TR Publication	ITTF	Paper, Defined-Access
Final Text Submitted for ISP Publication	ITTF	Paper, Defined-Access
Final Text Submitted for COR Publication	ITTF	Paper, Defined-Access
Summary of Voting/Table of Replies	FYI or ACT	Paper, Defined-Access
Disposition of Comments	FYI or COM	Paper, Defined-Access
Instructions to editor	ACT	Paper, Defined-Access
Notice of Publication	FYI	Paper, Open
National Body Contribution	FYI, COM, or ACT	Paper, Defined-Access
Officer's Contribution (Contribution from Chairman, Convener, Rapporteur, etc.)	FYI or COM	Paper, Defined-Access
Liaison Organisation Contribution	FYI, COM, or ACT	Paper, Defined-Access
Outgoing Liaison Statement	FYI or ACT	Paper, Defined-Access
Request for Periodic Review	ACT	Paper, Defined-Access
Administrative Documents		
Document Register	FYI	Paper, Open
Management Report	FYI	Paper, Open
Secretariat Report	FYI or ACT	Paper, Open
Programme of Work	FYI or ACT	Paper, Open
Programme Extension Document	ACT	Paper, Open
Standing Document	FYI	Paper, Open
Meeting Announcement	FYI or ACT	Paper, Open
Meeting Agenda	FYI	Paper, Open
Call for delegates	ACT	Paper, Open
Logistical information for meeting	FYI	Paper, Open
Meeting Report	FYI	Paper, Open
Resolutions	FYI	Paper, Open
Call for officer	ACT	Paper, Defined-Access
Vote on officer nomination	LB	Paper, Defined-Access
Notification of appointment of officer	FYI	Paper, Open
Information from SC Secretariat	FYI, COM, or ACT	Paper, Defined-Access
Information from JTC 1 Secretariat	FYI or COM	Paper, Defined-Access
Information from ISO Central Secretariat	FYI or COM	varies

Information from IEC Central Office	FYI or COM	varies
Information from ITTF	FYI or COM	varies
Press Release	FYI	Paper, Open
National Body Activity Report	FYI	Paper, Defined-Access
Request for comments	COM	Paper, Defined-Access
Other document	varies	varies

213

214   Action Identifiers

Identifier	Action	Examples
LB	TC or SC letter ballot	• NP/CD/PDAM/PDTR for ballot
COM	For comment	• WD/CD for comment • Strategic Plan • New procedural document
ACT	Action required by identified group	• Summary of Voting for consideration at Editing Meeting • National Body Contribution • Incoming Liaison Statement for consideration at WG meeting
ITTF	ITTF action expected	• Revised CD/PDAM to ITTF for DIS/DAM registration • Revised DIS/DAM/DTR/DCOR to ITTF for publication
FYI	For information	• Document Register • Disposition of Comments • Meeting Report

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217 **12.2 Access control**

218 Security controls (using password and/or ID protection) shall be incorporated into web sites where appropriate to
219 meet these policies. Following ISO TMB resolution 71/2001[2], a personal e-mail address, used as a login ID, may
220 be required. When FTP capabilities are provided as an additional distribution mechanism, the same password/ID
221 combinations should work no matter which method is used.

222 **13   Text Area for A4 and North American Paper Sizes**

223

Paper	A4	North American
Size	210 mm wide 297 mm high	216 mm wide, (8 1/2" wide) 279 mm high , (11" high)
MAXIMUM common text area for each paper size	177 mm wide 256 mm high	179 mm (7.05") wide 253 mm (9.96") high
Minimum Margins for placing a common text area	Top 13 mm Bottom 28 mm Left 20 mm Right 13 mm	Top 13 mm Bottom 13 mm Left 20 mm Right 17 mm

224

225 Symmetrical margins which are more generous than the above minimum margins enhance electronic readability.

226 **14   ISO/IEC JTC 1 Web Server Policy**

227 Definitions:

228 • <u>Web Page Structure</u>: The minimal structure of web based pages for JTC 1 and its SCs (jointly referred to
229   simply as *committee*). It is *not* intended to dictate structure or content at the WG level.
230 • <u>Web Server Content</u>: The minimal structure/content of JTC 1 and SC web servers
231 • <u>Web Server Maintenance</u>: Policy concerning the maintenance of those web pages

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[2] <u>Technical Management Board Resolution 71/2001</u> - **Nomination of individuals as authorized representatives of member bodies**. The Technical Management Board,
- **noting** the increasing use of Internet-based collaborative working environments for the developments of standards,
- **recognizing** that the registration of a member body with its generic e-mail address (such as <u>postmaster@xyz.org</u>) to ISO committees can result in delayed or failed transmission of notifications to the individual(s) in the member body dealing with the particular committee,
- **further noting** that the use of shared login-names and passwords to manage access by individual experts and member body representatives to committee sites can cause serious security problems due to the potential for uncontrolled spread of the login information,

requests that, if a committee works in an Internet-based collaborative working environment, the member bodies provide the name and e-mail address of the individual(s) responsible in their organization for dealing with the particular ISO committee or working group to the secretary of that committee or working group for registration.

14.1 Web Page Structure

233 Every JTC 1/SC web page shall contain the following structural elements. These elements may appear in any
234 order; however it is highly recommended that the committee retain the same style for all pages within the
235 committee's purview.

236 • **Title Block** (should have a common "look-and-feel" within the committee)

237 – Title of committee with the ISO/IEC logo.
238 – The page author and date created or last modified (preferably generated automatically)
239 – A version number
240 – Optional use of a common background image may also be employed.
241 – Optional committee logo if desired

242 • **Body** - contains information specific to the committee. The use of forward navigational pointers is highly
243   recommended
244 • **Web Master information** - who to contact for errors, suggestions, etc.
245 • **Consistent Set of Back Pointers** (for example the Parent Committee main page, Committee web-page
246   design guidelines, primary site information, etc.)

247 **14.2 Web Server Content**

248 Each web server (JTC 1 and SC) shall provide the following, mandatory information in the form of web pages
249 which conform to the common look and feel of the Web Page Structure appropriate to the committee.

250 • Description of the Organisation Structure of the committee
251 • Committee Membership (List of P, O, L members and the contact information for liaisons and rapporteurs)
252 • Committee Meeting schedule
253 • Next meeting information

254 – Agenda
255 – Venue

256 • Programme of Work
257 • A single document register for all committee documents
258 • Personnel information on officers and members

259 Although optional, each secretariat is strongly encouraged to add the following information as appropriate.

260 • Frequently Asked Questions (FAQ) Page
261 • Ballot information

262 – Due dates
263 – Document number of balloted text
264 – Document number of Summary of Voting

265 • Procedures (which may simply point to the parent committee's procedures)
266 • News and Press releases
267 • Links to committee relevant Publications and Standards
268 • Links to non-JTC 1 sites shall be done in such a way that it is obvious to the viewer that what is being viewed
269   is NOT under the auspices or control of JTC 1. This is especially important in frame-based sites.

270 **14.3 Web Server Maintenance**

271 • "Open" vs. "Defined-Access" Documents

| 272 | | The committee shall distinguish between "Open" access vs. "Defined-Access" documents as noted in a |
| 273 | | previous section of this document. |

274 • Password Protection

275 The server administrator shall provide appropriate limited access to non-members by the use of group level
276 passwords with appropriate notification to users. Non-members attempting to access protected pages shall
277 be automatically replied to with a message stating the criteria for access.

278 • Data Integrity

279 − Site shall be backed up automatically
280 − All documents shall contain authorship and timestamp information
281 − The original document shall be considered the "source" document. NBs or committees may utilise the
282 source document in a variety of ways:

283 o By simply linking to it or e-mailing its URL (highly recommended in the event that there is no
284 password involved)
285 o Creating a new document with a unique document number representing a cover letter plus the
286 content of the original document
287 o NB mirroring of the original document

288 In the event of a difference in content between the original and the copy, the content of the original
289 shall take preference. It is therefore up to the administrator of the mirror site or new document to
290 ensure its integrity.

291 o All web sites shall utilise virus-checking technology. In the event a virus is detected, the files shall be
292 cleaned prior to updating or retransmission and the original sender of the infected file notified of the
293 infection.

294 − Document Registration, Retention and Archival

295 o Hierarchy

296 Structured with a register list showing one screen view for each block of 50 documents

297 o Access

298 Each register shall show document numbers, titles, issue dates, and due dates; and further shall
299 include those documents produced by the committee before electronic documents were available.

300 Register entries shall be hot-linked to the actual documents where available

301 Provisions shall be provided to download documents as a package (e.g. for documents with
302 enclosures, annexes, drawings, embedded data, etc.)

303 Provision shall be made for providing paper printouts of documents to those with no web access.

304 o On-line Retention

305 Documents shall be retained on the web site for a minimum of two years or two complete plenary
306 cycles, whichever is greater.

307 o Archival

308 After the retention period, documents may be removed from on-line availability and shall be available
309 from the secretariat in a format at the discretion of the secretariat. All WGs and SCs shall formulate a
310 policy for the maintenance of their archives and share it on their web site together with information on
311 the format in which the archived documents are available; further, SCs shall include this information
312 in their business plans

313 − Use of Embedded Executable Code (e.g. Java, etc.) in HTML Documents

314 o Care should be taken to utilise only those constructs that can be viewed using all commonly available
315 browsers.

316

15   Document Archiving

The responsibility for the archiving of documents concerning JTC 1 work and the background to the publication of ISs is divided between the JTC 1 Secretariat and the ITTF. Archival of documents is required to support transparency of the standards development process undertaken by JTC 1, to support the effective functioning of JTC 1 and its SCs by preserving the knowledge in the committees and to be able to defend against challenges to decisions or features in Standards.

The archiving of documents is of particular importance in the context of any possible future changes of Secretariat responsibility from one NB to another. It is also important that information on key decisions and important correspondence pertaining to the preparation of ISs or TRs should be readily retrievable in the event of any dispute arising out of the provenance of the technical content of the publications. Archival of documents includes the documents themselves and the mechanism or tooling used to access these documents.

JTC 1 and all subordinate groups shall establish and maintain archives of all official transactions concerning their committees and the documents listed in Section 12.1 above. In particular, these N-numbered documents shall consist of national body submissions, liaison member submissions, reference copies of resolutions, any approved meeting minutes or meeting reports and names of attendees and their national body or liaison affiliations at meetings. N-numbered documents shall be kept for at least 20 years.

Upon the termination of any group, the N-numbered documents shall be passed on to their parent committee for record retention.

The ITTF shall keep reference copies of all ISs, TRs, etc., including withdrawn editions, and shall keep up-to-date records of NB votes in respect of these publications. Copies of DISs, FDISs and DISs issued for NB voting, final reports and final proofs shall be kept at least until such time as the publications to which they refer have been revised or have completed their next periodic review, but in any case for a minimum of 20 years after publication.

339