

APPENDIX BB ADOPTION PROPOSAL FORM

CPR183/F15

KENYA BUREAU OF STANDARDS

Document Type:	Adoption proposal	
Dates:	Circulation date	Closing date
	13-04-2020	13-05-2020
TC Secretary	This form shall be filled, signed and returned to Kenya Bureau of Standards for the attention of Micah Rachuonyo, rachuonyom@kebs.org	

The Kenya Bureau of Standards intends to adopt the International Standards as detailed here below

Number: ISO 14641:2018

Title: Electronic document management -- Design and operation of an information system for the preservation of electronic documents -- Specifications

Scope:

This standard specifies a set of technical specifications and organizational policies to be implemented for the capture, storage and access of electronic documents. This ensures legibility, integrity and traceability of the documents for the duration of their preservation.

This document is applicable to electronic documents resulting from:

- the scanning of original paper or microform documents;
- the conversion of analogue audio or video content;
- the "native" creation by an information system application;
- other sources that create digital content such as two- or three- dimensional maps, drawings or designs, digital audio/video and digital medical images.

This standard is not applicable to information systems in which users have the ability to substitute or alter documents after capture.

We are therefore seeking views from potential users in respect of the same. The Standard is available at the Kenya Bureau of Standards Information Centre. Please tick and fill your preference of the listed option. (If the spaces provided are not enough, please attach a separate sheet of paper).

Adoption acceptable as presented

Adoption proposal not acceptable because of the reason(s) below

Our Recommendations are as follows

Name and Signature (of respondent):

Position (of respondent):

On behalf of

(Name of organization)

Date:

NOTE: Absence of any reply or comments shall be deemed to be an acceptance of the proposal for adoption and **shall constitute an approval vote.**