

UN FUTURO PER IL PRESENTE

POLITICHE STRATEGIE E STRUMENTI DELLA CONSERVAZIONE DIGITALE

La conservazione nel CAD: memorizzazione o archiviazione?

Gianni Penzo Doria

Bologna, 11 aprile 2011

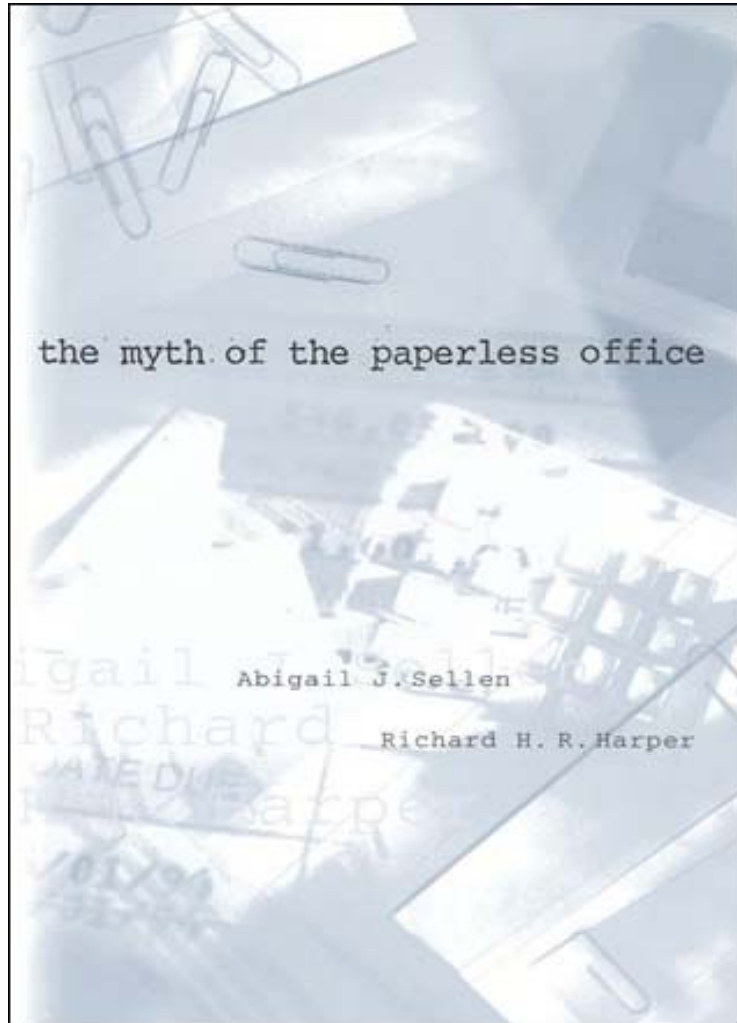
La conservazione

«La conservazione degli atti corrisponde ad un bisogno innato dell'umanità, bisogno che l'ignoranza potrà pur calpestare, ma sopprimere non mai»

(Eugenio Casanova, 1928)



La conservazione ibrida, mai promiscua



Abigail J. Sellen - Richard H. R. Harper
The Myth of the Paperless Office

Matteo, 4, 12-23

La conservazione: due punti fondamentali

Prima di produrre un documento,
bisogna necessariamente progettare
la sua conservazione

Conservarlo in un supporto non è sufficiente:
bisogna progettare il suo mantenimento
su quel supporto e su altri
non meccanicamente, ma in forma autentica
La conservazione non è hard-copy

La conservazione: i problemi del sistema Italia

Legislazione incongruente,
parcellizzata e votata all'instabilità

Nomenclatura disomogenea

Colpi di coda del digitale fai-da-te

La conservazione: una forma di monadismo

- ❑ Siamo concentrati fin dal 1994 su una forma di monadismo della conservazione digitale
- ❑ Nessuna norma tecnica si è preoccupata di conservare i vincoli dei documenti
- ❑ Siamo nell'era della decontestualizzazione (*contra*: Garante 88/2011)



Garante privacy: Del 2 marzo 2011, n. 88

§ 5. Deve inoltre sempre essere tenuto presente il pericolo oggettivo costituito dai motori di ricerca che “decontestualizzano il dato” estrapolandolo dal sito in cui è contenuto, e trasformandolo in una parte - non controllata e non controllabile - delle informazioni che di una persona sono date dal motore di ricerca stesso, secondo una “logica” di priorità di importanza del tutto sconosciuta e non conoscibile all’utente.

Garante privacy: Del 2 marzo 2011, n. 88

§ 5.4 Deve A tale fine occorre adottare idonee misure per eliminare o ridurre il rischio di cancellazioni, modifiche, alterazioni o decontestualizzazioni delle informazioni e dei documenti resi disponibili tramite Internet. Un utile accorgimento consiste, ad esempio, nell'indicazione, tra i dati di contesto riportati all'interno del contenuto informativo dei documenti, delle fonti attendibili per il reperimento dei medesimi documenti. Un ulteriore accorgimento la cui adozione potrà essere valutata dalle amministrazioni interessate, anche in relazione a specifiche categorie di documenti, è la sottoscrizione del documento pubblicato sul sito web con firma digitale o altro accorgimento equivalente, in modo da garantirne l'autenticità e l'integrità.

La conservazione: la nomenclatura

Fotoriproduzione sostitutiva

Archiviazione ottica

Archiviazione su supporto di immagini

Conservazione sostitutiva

Smaterializzazione

Dematerializzazione

Copia per immagine

La conservazione: l'ordinamento con difetto

DPCM 11 settembre 1974

Legge 24 dicembre 1993, n. 537, art. 15.2

AIPA, Delibera 28 luglio 1994, n. 15

DPCM 6 dicembre 1996, n. 694

AIPA, Delibera 30 luglio 1998, n. 24

AIPA, Delibera 13 dicembre 2001, n. 42

MEF, DM 23 gennaio 2004

CNIPA, Delibera 19 febbraio 2004, n. 11

La conservazione: la bozza dematerializzata

Commissione per la gestione del flusso
documentale e dematerializzazione

DM Funz. Pub. 13 novembre 2007



Proposta di regole tecniche
in materia di formazione e conservazione
di documenti informatici

www.innovazionepa.gov.it/ministro/pdf/proposta_di_regole_tecniche.pdf

Una norma antesignana

*DPR 27 giugno 1992, n. 352 [ora DPR 184/2006]
art. 6, comma 1, lettera d)*

d) *[le misure organizzative riguardano]* l'accesso alle informazioni contenute in strumenti informatici che vanno salvaguardate dalla distruzione o dalla perdita accidentale, nonché dalla divulgazione non autorizzata. In tali casi, le copie dei dati informatizzati possono essere rilasciate sugli appositi supporti, ove forniti dal richiedente, ovvero mediante collegamento in rete, ove esistente.

La promiscuità nel nuovo CAD

art. 43, comma 3

Riproduzione e conservazione dei documenti

I documenti informatici, di cui è prescritta la conservazione per legge o regolamento, possono essere archiviati per le esigenze correnti anche con modalità cartacee e sono conservati in modo permanente con modalità digitali, nel rispetto delle regole tecniche stabilite ai sensi dell'articolo 71.

- Chi conserverà la PEC e in quali formati? E l'Albo on-line?
- Un documento informatico archiviato anche con modalità cartacee? È un evidente paradosso!
- Era necessario il comma 4?

Ora siamo tutti inglifati?

D.Lgs. 30 dicembre 2010, n. 235 - art. 15

D.Lgs. 7 marzo 2005, n. 82 - art. 23-ter, comma 5

5. Al fine di assicurare la provenienza e la conformità all'originale, sulle copie analogiche di documenti informatici, è apposto a stampa, sulla base dei criteri definiti con linee guida emanate da DigitPA, un contrassegno generato elettronicamente, formato nel rispetto delle regole tecniche stabilite ai sensi dell'articolo 71 e tale da consentire la verifica automatica della conformità del documento analogico a quello informatico.

Ora siamo tutti inglifati?



Alitalia

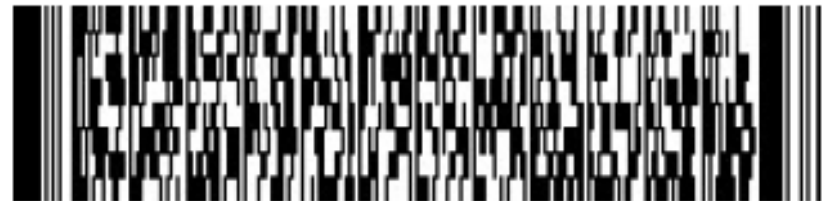
CARTA D'IMBARCO / BOARDING PASS

IN COOPERATION WITH
AF



RYANAIR

ORTI DI PARTENZA E DI DESTINAZIONE.



ALTRA FILA

Ora siamo tutti inglifati?

«Il nuovo CAD introduce un sistema di contrassegno generato elettronicamente da un timbro elettronico e stampato direttamente dal cittadino dal proprio computer per sancire la conformità di documenti cartacei a quelli digitali, cosiddetto “glifo”. I documenti acquisiti per via informatica e stampati avranno la stessa validità dei documenti, come dire, prodotti originariamente dall’amministrazione»



La promiscuità in Gazzetta

SERIE GENERALE

*Spediz. abb. post. 45% - art. 2, comma 20/b
Legge 23-12-1996, n. 662 - Filiale di Roma*

Anno 151° - Numero 253

GAZZETTA  **UFFICIALE**
DELLA REPUBBLICA ITALIANA

PARTE PRIMA

Roma - Giovedì, 28 ottobre 2010

SI PUBBLICA TUTTI I
GIORNI NON FESTIVI

DIREZIONE E REDAZIONE PRESSO IL MINISTERO DELLA GIUSTIZIA - UFFICIO PUBBLICAZIONE LEGGI E DECRETI - VIA ARENULA 70 - 00186 ROMA
AMMINISTRAZIONE PRESSO L'ISTITUTO POLIGRAFICO E ZECCA DELLO STATO - LIBRERIA DELLO STATO - PIAZZA G. VERDI 10 - 00198 ROMA - CENTRALINO 06-85081

La Gazzetta Ufficiale, Parte Prima, oltre alla Serie Generale, pubblica cinque Serie speciali, ciascuna contraddistinta da autonoma numerazione:

- 1° Serie speciale:** Corte costituzionale (pubblicata il mercoledì)
- 2° Serie speciale:** Comunità europee (pubblicata il lunedì e il giovedì)
- 3° Serie speciale:** Regioni (pubblicata il sabato)
- 4° Serie speciale:** Concorsi ed esami (pubblicata il martedì e il venerdì)
- 5° Serie speciale:** Contratti pubblici (pubblicata il lunedì, il mercoledì e il venerdì)

La Gazzetta Ufficiale, Parte Seconda, "Foglio delle inserzioni", è pubblicata il martedì, il giovedì e il sabato

AVVISO ALLE AMMINISTRAZIONI

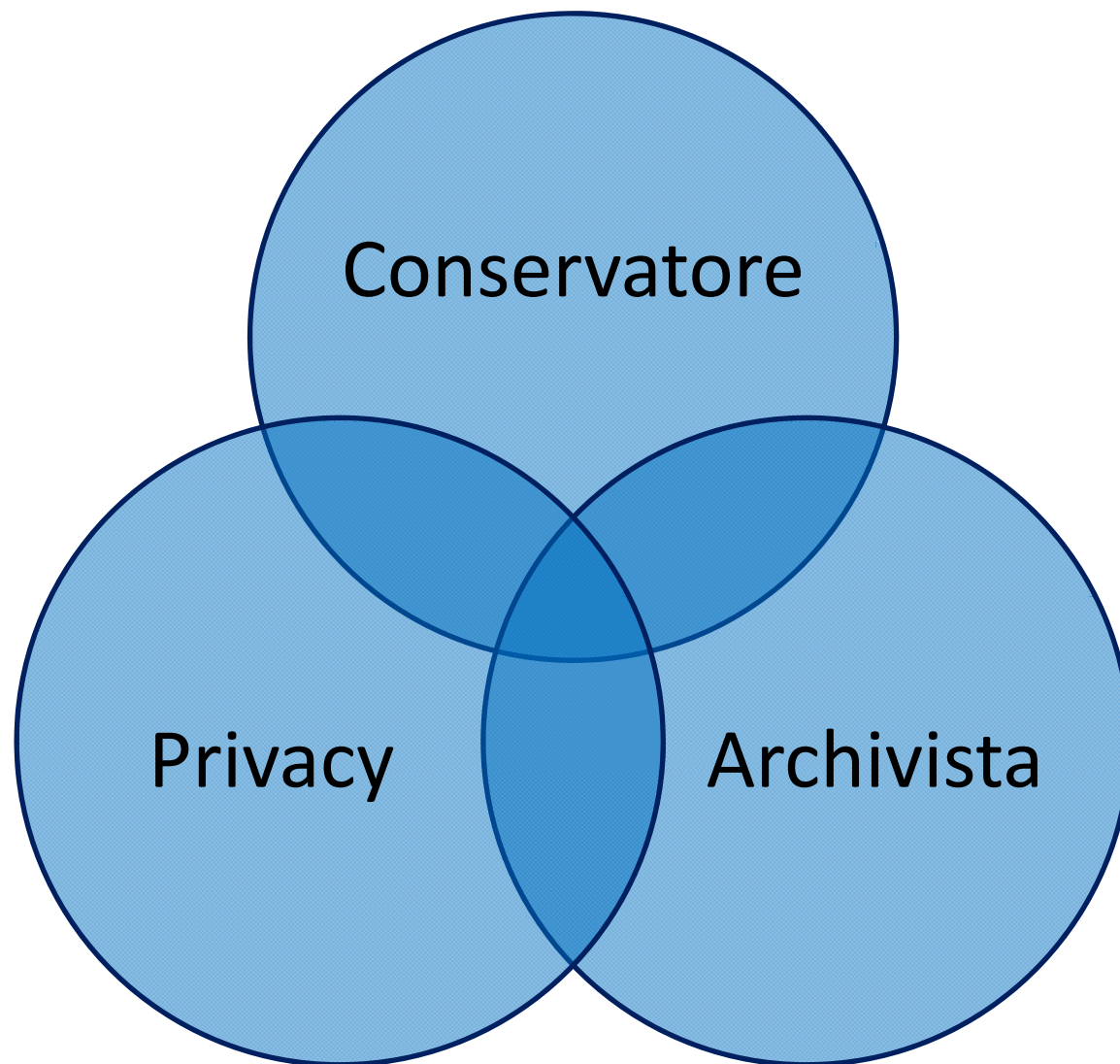
Al fine di ottimizzare la procedura per l'inserimento degli atti nella *Gazzetta Ufficiale* telematica, le Amministrazioni sono pregate di inviare, contemporaneamente e parallelamente alla trasmissione su carta, come da norma, anche copia telematica dei medesimi (in formato word) al seguente indirizzo di posta elettronica: gazzettaufficiale@giustizia.it, curando che nella nota cartacea di trasmissione siano chiaramente riportati gli estremi dell'invio telematico (mittente, oggetto e data).

La promiscuità in Gazzetta

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La conservazione digitale ora si fa in tre



La conservazione digitale ora si fa in tre

D.Lgs. 30 dicembre 2010, n. 235 - art. 30

D.Lgs. 7 marzo 2005, n. 82 - art. 44, comma 1-bis

1-bis. Il sistema di conservazione dei documenti informatici è gestito da un responsabile che opera d'intesa con il responsabile del trattamento dei dati personali di cui all'articolo 29 del decreto legislativo 30 giugno 2003, n. 196, e, ove previsto, con il responsabile del servizio per la tenuta del protocollo informatico, della gestione dei flussi documentali e degli archivi di cui all'articolo 61 del decreto del Presidente della Repubblica 28 dicembre 2000, n. 445, nella definizione e gestione delle attività di rispettiva competenza.

Ove previsto?

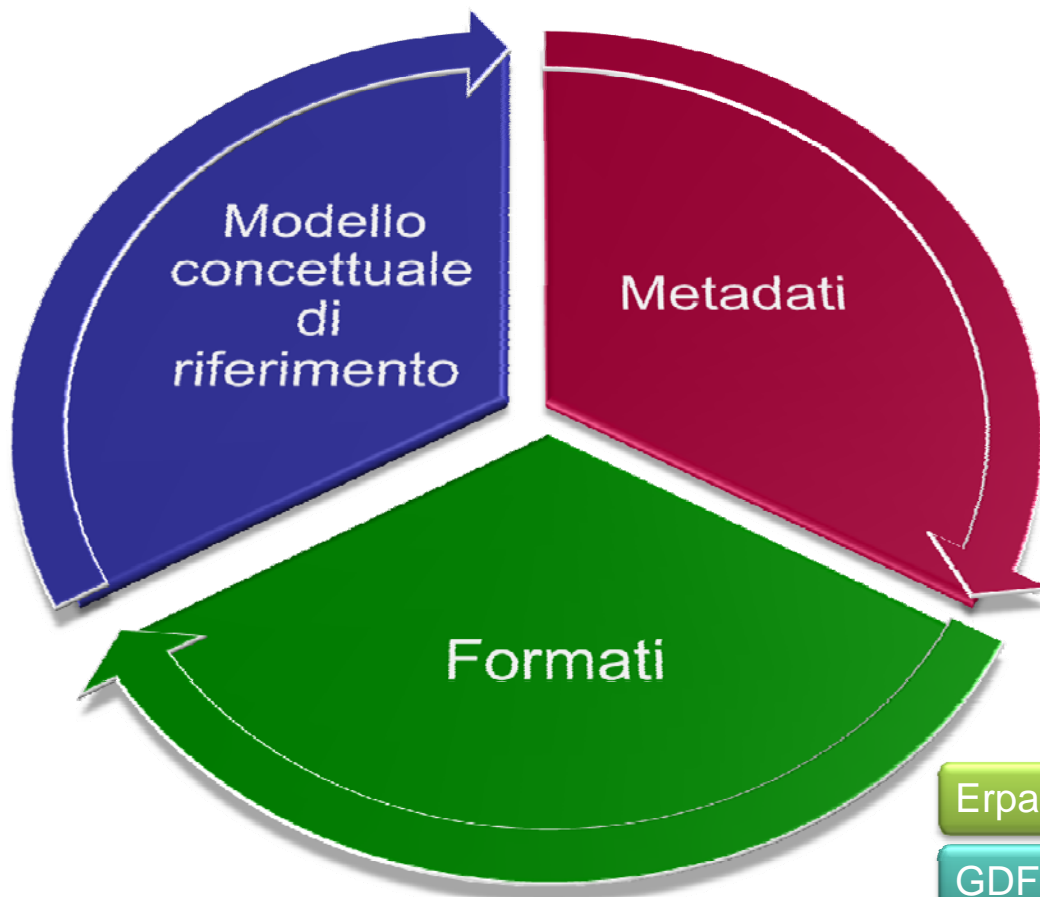
I tre nodi della conservazione digitale

OAIS 14721

Interpares

DRForensics

JISC



Premis

METS

Fedora

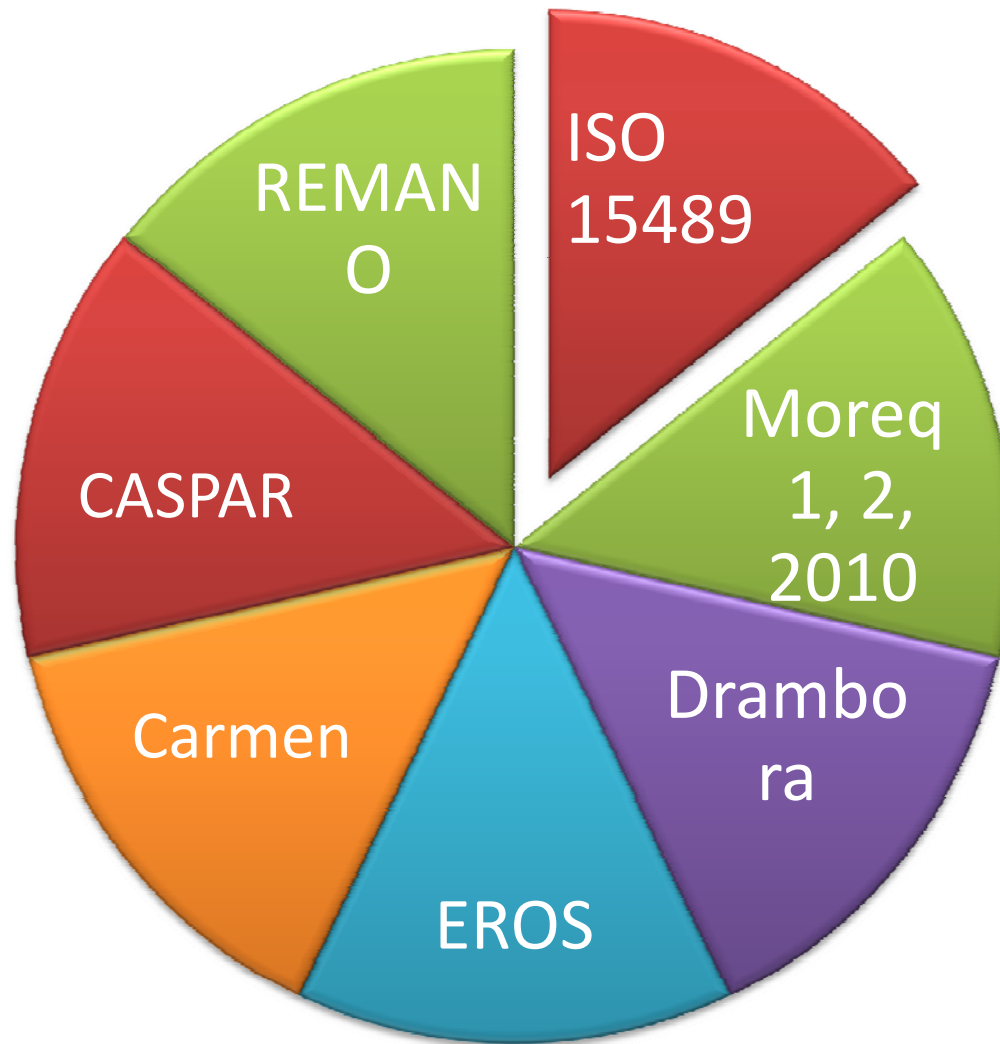
[mag]

Erpanet

GDFR

PRONOM

Senza dimenticare...



OAIS – Open archival information system



International
Organization for
Standardization

International Standards for Business, Government and Society

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(ISO/CDB)









Copyright

ISO 14721:2003




Space data and information transfer systems -- Open archival information system -- Reference model

Media and price

Language	Format	Add to basket
English	 PDF (2 792 kB)	CHF 224,00 
English	 Paper	CHF 224,00 
French	 PDF (4 385 kB)	CHF 224,00 
French	 Paper	CHF 224,00 

General information

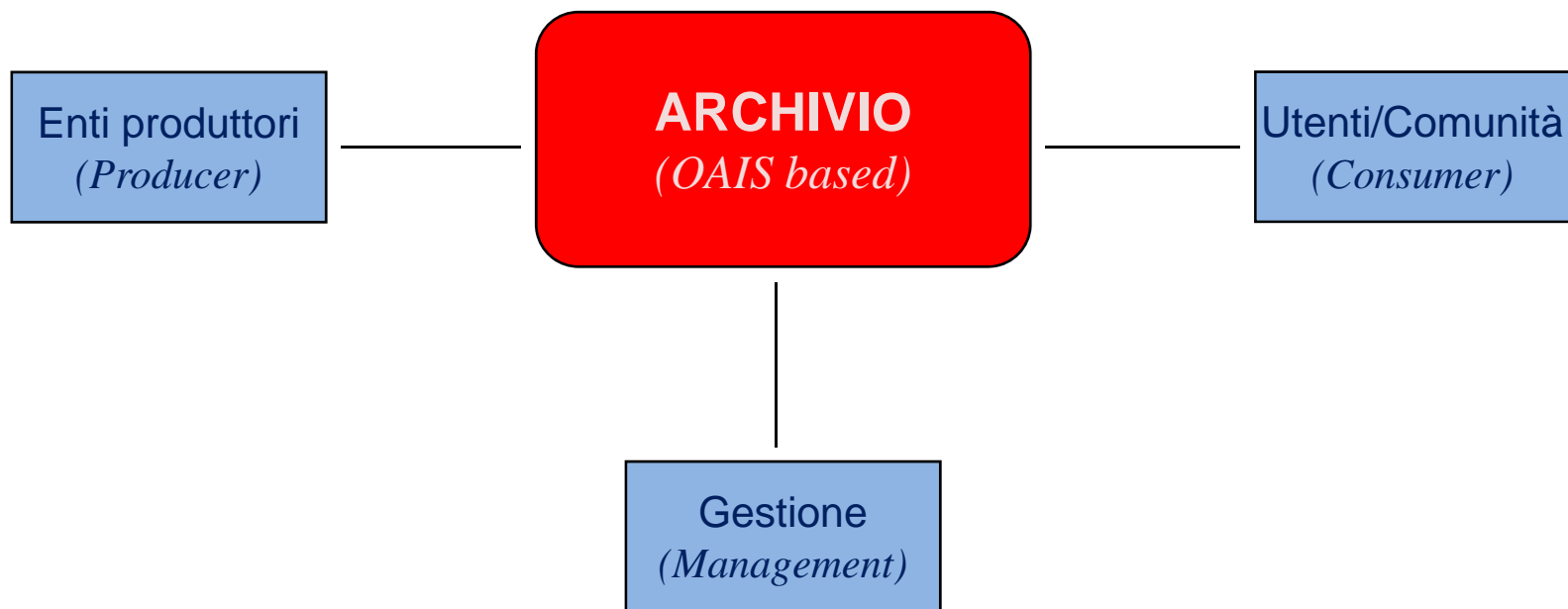
Number of Pages: 141

Edition: 1 (Monolingual)	ICS: 49.140
Status:  Published	Stage: 90_92 (2010-08-18)
TC/SC: TC 20/SC 13	

These standards could also interest you

- [ISO 13541:2010](#)
Space data and information transfer systems -- Attitude data messages
- [ISO 13537:2010](#)
Space data and information transfer systems -- Reference architecture for space data systems
- [ISO 13527:2010](#)
Space data and information transfer systems -- XML formatted data unit (XFDU) structure and construction rules

OAIS – Open archival information system



InterPARES Project

International Research on Permanent Authentic Records in Electronic Systems



project overview

[full-time employees please click here and complete our short survey.](#)

[Welcome message from Project Director, Dr Luciana Duranti](#)

The International Research on Permanent Authentic Records in Electronic Systems (InterPARES) aims at developing the knowledge essential to the long-term preservation of authentic records created and/or maintained in digital form and providing the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity. InterPARES has developed in three phases:



*IP2 book now available:
Online version*

InterPARES 1 was initiated in 1999 and concluded in 2001. It focused on the development of theory and methods ensuring the preservation of the authenticity of records created and/or maintained in databases and document management systems in the course of administrative activities, and took the perspective of the preserver.

InterPARES 2 was initiated in 2002 and concluded in 2007. In addition to dealing with issues of authenticity, it delved into the issues of reliability and accuracy during the entire lifecycle of records, from creation to permanent preservation. It focused on records produced in complex digital environments in the course of artistic, scientific and governmental activities.

InterPARES 3 was initiated in 2007 and will continue through 2012. This third phase of the Project builds upon the findings of InterPARES 1 and 2, as well as of other digital preservation projects worldwide. It will put theory into practice, working with small and medium-sized archives and archival / records units within organizations, and develop teaching modules for in-house training programs, continuing education and academic curricula.



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Contact Information

InterPARES Project

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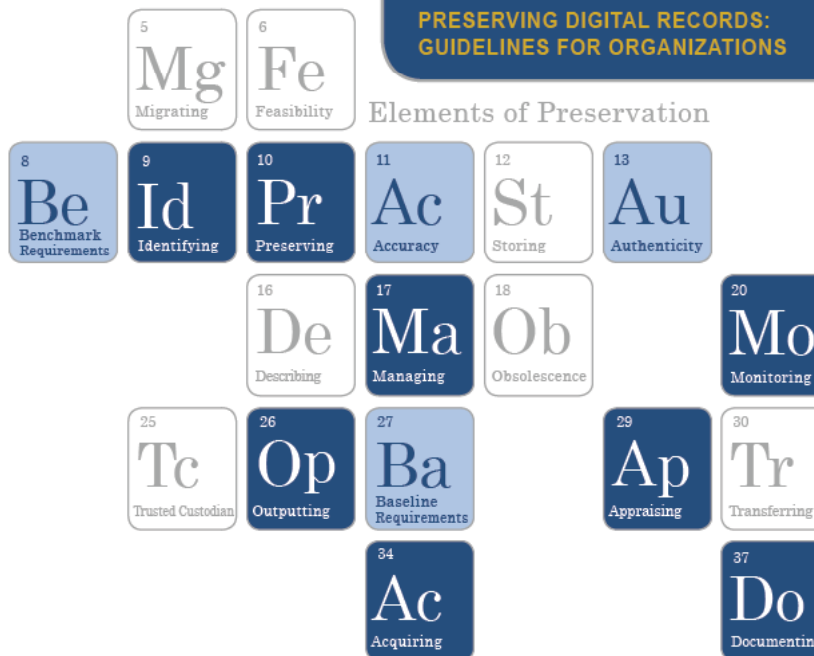
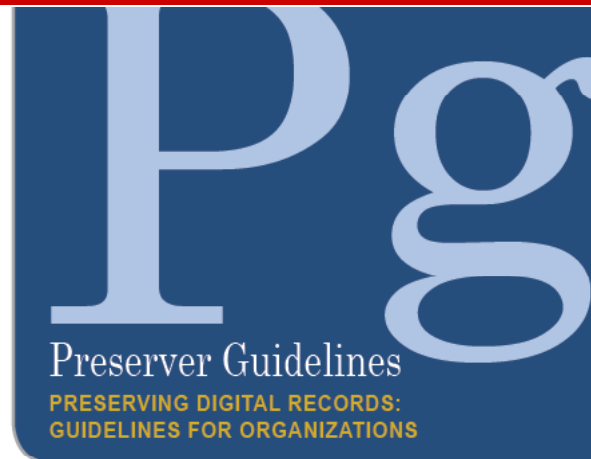


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Major funding for the InterPARES Project has been provided by the Social Sciences and Humanities Research Council of Canada, the United States National Historical Publications and Records Commission and the United States National Science Foundation. Matching funds are provided by The University of British Columbia's Hampton Fund Research Grant, the Vice President Research Development Fund, the Dean of Arts, and the School of Library, Archival and Information Studies.

For more information, visit our Web site at www.interpares.org



Digital Records Forensics Project

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Digital Records Forensics Project

The Digital Records Forensics (DRF) Project is a 3-year collaboration (April 2008-April 2011) between the University of British Columbia's School of Library, Archival and Information Studies (SLAIS), the UBC Faculty of Law, and the Computer Forensics Division of the Vancouver Police Department.

This research addresses the following challenges presented by digital technology to the records management, archival and legal professions:

- The identification of **records** among all the digital objects produced by complex digital systems, and
- the determination of their **authenticity**
 - when digital materials are kept outside of the technological environment in which they were produced and/or maintained either by the creating body itself or by third parties like police departments or archival organizations; and
 - when records are of uncertain origin and/or exist in proprietary formats that are hard to maintain over time, thus compromising their long-term research value or their ability to be submitted and/or admitted as evidence in a trial.

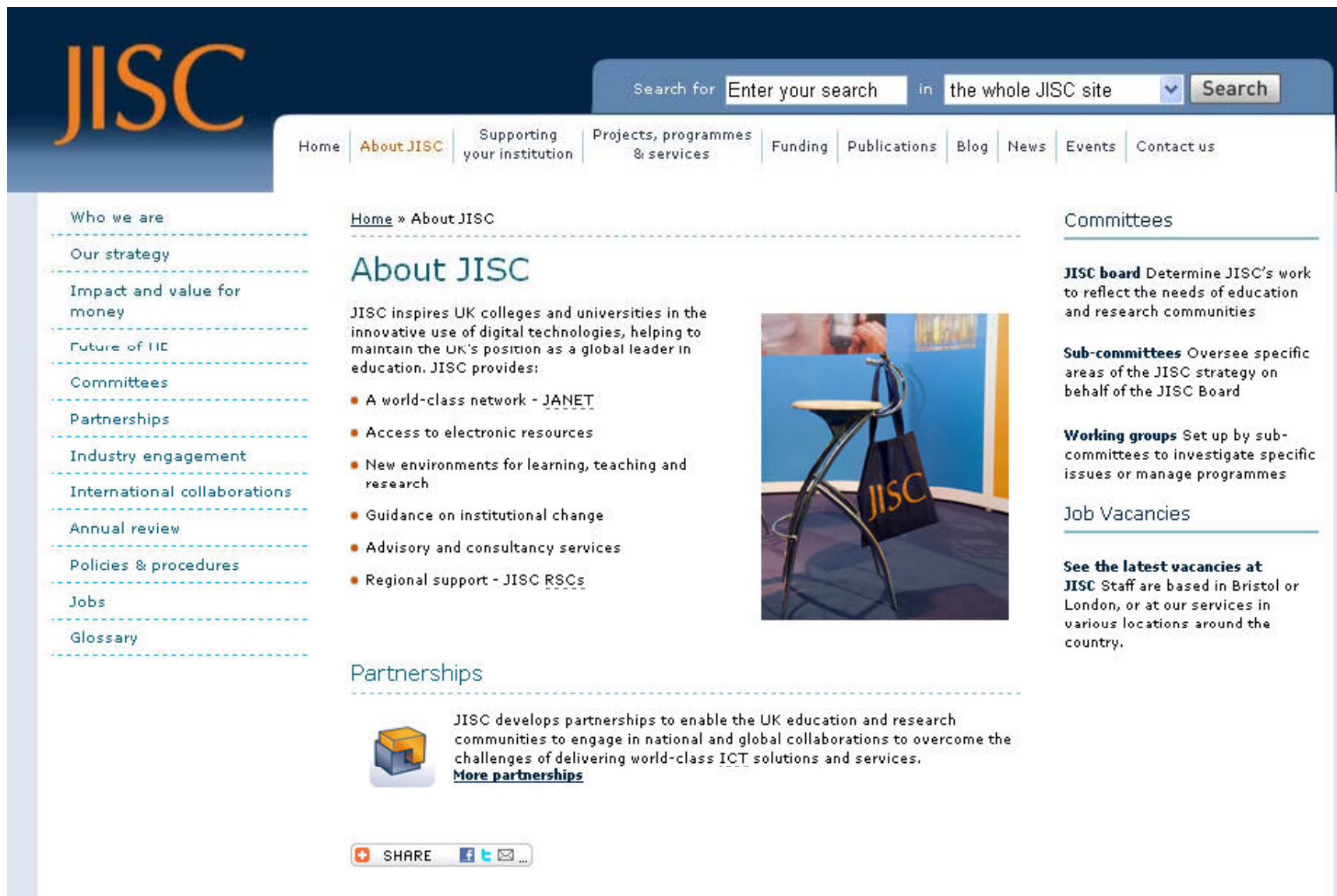
Research objectives:

- to develop concepts and methods that will allow the records management, archival, legal, judicial, and law enforcement professions to recognize records among all kinds of digital objects produced by digital technologies once they have been removed from the original system;
- to develop concepts and methods for determining the authenticity of records no longer in the original system and/or in the original format;
- to develop methods for maintaining records acquired from crime scenes or created by police to pursue crime over the long term so that their authenticity will not be questioned; and
- to develop the theoretical and methodological content of a new discipline, called "**Digital Records Forensics**," resulting from an integration of Archival Diplomatics, Computer Forensics and the Law of Evidence with the project's newly developed knowledge.

Methodology:

- a comparative examination of the scholarly literature in the fields of Computer Forensics, Evidence Law and Archival Diplomatics;
- an analysis of case law in North America;
- case studies; and,
- an ethnographic study of the digital evidence procedures carried out by the Vancouver Police Department.

Who benefits from the research?



The image shows a screenshot of the JISC website homepage. The header features the JISC logo in orange and blue. A search bar is located in the top right, with the text "Search for Enter your search in the whole JISC site" and a "Search" button. Below the search bar is a navigation menu with links: Home, About JISC, Supporting your institution, Projects, programmes & services, Funding, Publications, Blog, News, Events, and Contact us. The main content area is divided into three columns. The left column contains a list of links: Who we are, Our strategy, Impact and value for money, Future of HIE, Committees, Partnerships, Industry engagement, International collaborations, Annual review, Policies & procedures, Jobs, and Glossary. The middle column is titled "About JISC" and includes a breadcrumb "Home » About JISC". It contains a paragraph about JISC's mission and a list of services: A world-class network - JANET, Access to electronic resources, New environments for learning, teaching and research, Guidance on institutional change, Advisory and consultancy services, and Regional support - JISC RSCs. There is also a photo of a person holding a JISC bag. The right column is titled "Committees" and includes sections for "JISC board", "Sub-committees", and "Working groups". Below this is a "Job Vacancies" section with a link to "See the latest vacancies at JISC". At the bottom of the page, there is a "Partnerships" section with a small icon and text about developing partnerships. A social sharing bar is located at the very bottom with a "SHARE" button and icons for Facebook, Twitter, and Email.

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About JISC

JISC inspires UK colleges and universities in the innovative use of digital technologies, helping to maintain the UK's position as a global leader in education. JISC provides:

- A world-class network - [JANET](#)
- Access to electronic resources
- New environments for learning, teaching and research
- Guidance on institutional change
- Advisory and consultancy services
- Regional support - [JISC RSCs](#)



Partnerships

JISC develops partnerships to enable the UK education and research communities to engage in national and global collaborations to overcome the challenges of delivering world-class ICT solutions and services. [More partnerships](#)

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Committees

JISC board Determine JISC's work to reflect the needs of education and research communities

Sub-committees Oversee specific areas of the JISC strategy on behalf of the JISC Board

Working groups Set up by sub-committees to investigate specific issues or manage programmes

Job Vacancies

See the latest vacancies at JISC Staff are based in Bristol or London, or at our services in various locations around the country.



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Home » Projects, programmes & services » Services » Digital Curation Centre

Digital Curation Centre (DCC)

<http://www.dcc.ac.uk>

Scientists, researchers and scholars across the UK generate increasingly vast amounts of digital data, with further investment in digitisation and purchase of digital content and information. The scientific record and the documentary heritage created in digital form are at risk from technology obsolescence, from the fragility of digital media, and from lack of the basics of good practice, such as adequate documentation for the data.

What we can do for you

Working with other practitioners, the Digital Curation Centre will support UK institutions who store, manage and preserve these data to help ensure their enhancement and their continuing long-term use. The purpose of our centre is to provide a national focus for research and development into curation issues and to promote expertise and good practice, both nationally and internationally, for the management of all research outputs in digital format. Digital curation is all about maintaining and adding value to a trusted body of digital information for current and future use; specifically, we mean the active management and appraisal of data over the life-cycle of scholarly and scientific materials.

Research and development are key DCC activities and our R&D teams are working together to transform research-led innovation into tools and services that will enhance the take-up and implementation of digital curation practice. In addition to carrying out our own research and development, we are also committed to gathering and disseminating information about international research and development activity in the fields of digital curation and preservation. The DCC encourages the sharing of international curation news, research, and resources and provides a simple form on the DCC website that enables individuals to submit information. We host a forum and promote its use as a means of engaging with other curation practitioners and experts to discuss key digital curation themes. From high-level briefing papers, technology watch papers, case studies and interviews, to detailed digital curation manual instalments and a glossary of terms, we offer a wide range of learning resources specifically designed to help practitioners to effectively engage in digital preservation and curation activities.

Digital Curation Centre case study

Summary

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[JISC Support of Research committee](#)

Topic
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[Digital Preservation & Curation](#)
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[Research & Innovation](#)





Welcome to Planets



The Planets project ended on 31 May 2010. Planets results will be maintained and developed by a follow-on organisation called the Open Planets Foundation (OPF). OPF is a not-for-profit company, registered in the UK. To find out more about the OPF and how to join, please visit: www.openplanetsfoundation.org.

Planets, Preservation and Long-term Access through Networked Services, is a four-year project co-funded by the European Union under the Sixth Framework Programme to address core digital preservation challenges. The primary goal for Planets is to build practical services and tools to help ensure long-term access to our digital cultural and scientific assets. Planets started on 1st June 2006. This website makes available project documentations and deliverables as Planets progresses so that these can be shared with the libraries, archives and digital preservation community.

The strong Planets consortium brings together expertise across Europe from national libraries and archives, leading research universities and technology companies. Coordinated by the British Library, the partners are:

- The British Library
- The National Library of the Netherlands
- Austrian National Library
- The Royal Library of Denmark
- State and University Library, Denmark
- The National Archives of the Netherlands
- The National Archives of England, Wales and the United Kingdom
- Swiss Federal Archives
- University of Cologne
- University of Freiburg
- HATII at the University of Glasgow
- Vienna University of Technology
- The Austrian Institute of Technology
- IBM Netherlands
- Microsoft Research Limited
- Tessella Plc

Other digital preservation projects funded under the IS&T FP6 Programme include CASPAR and DPE.

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News

Second Planets White Paper Released

26th July 2010

A second Planets White Paper summarising the findings of interviews with 18 of the world's leading IT companies is available now to download from the Planets web-site. [\[More\]](#)

Implementing Planets in Libraries and Archives

6th July 2010

Work is underway to implement Planets in a number of national libraries and archives and is described in a series of Planets case studies. [\[More\]](#)

Digital Preservation in Government

THE NATIONAL ARCHIVES ARCHIVES.GOV

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Electronic Records Archives (ERA)

Electronic Records Archives (ERA)

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- [Federal Pilot Agency Training](#)

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- [ERA Updates to NARA Sr Staff](#)

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- [The ERA Approach](#)
- [Project Documentation](#)
- [History](#)
- [ERA Research](#)

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- [OMB IT Dashboard](#)
- [NARA Center for Advanced Systems and Technologies \(NCAST\)](#)
- [NARA Modern Records \(Electronic\)](#)

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Electronic Records Archives (ERA)



The Electronic Records Archives program (ERA) is the strategic initiative of the National Archives and Records Administration (NARA) to extend its mission to include the electronic records of the U.S. Government; that is, to preserve and provide long-term access to uniquely valuable electronic Federal, Presidential, and Congressional records.

The challenges electronic records present to NARA are two-fold. First, there are major difficulties inherent in the effective preservation of electronic records; not only in all of the diversity, complexity, and enormous volume of electronic records being created today, but also in the rapidly changing systems used to create, store and access them. Second, records management, which ensures that records are maintained as accessible and reliable documentation of the original activities, must be extended to accommodate electronic records across all of the government. NARA and ERA must continue to guide and support these activities in this new dimension electronic records presents. Doing so will ensure that Federal records are efficiently managed throughout their original-use lifecycle, and that the historically valuable records of the Federal government will be permanently preserved and made accessible by the National Archives.

NARA's main objective in developing the ERA System is to create a robust, high-quality system that meets the U.S. Government's records management and archival needs – and equally important – to create a system that will be easy for people to use. The combination of ensuring that ERA will help NARA meet its business needs as well as to meet the needs of its stakeholders is not an easy task.

http://www.casparpreserves.eu

CASPAR Cultural, Artistic and Scientific knowledge for Preservation, Access and Retrieval

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CULTURAL DATA **CONTEMPORARY ARTS** **SCIENTIFIC DATA**

legend RSS

Welcome to the CASPAR Preservation User Community!

How can digital data still be used and understood in the future when systems, software, and everyday knowledge continues to change? This is the CASPAR challenge.

*42 months have passed very quickly but we have achieved a great deal. Among the last outcomes of the project we invite all of you to have a look at our **Training Lectures**, a collection of videos of talks and screen captures of software - all about digital preservation.*

*Moreover for anyone who wants to be kept up-to-dated with the progresses in the field of digital preservation, we set up a **Digital Preservation group in Facebook**... join us now!*

*Finally, don't forget that all the software and the documentation developed during the project is available on **SourceForge**.*

So, not the end of a project but the beginning of serious, effective digital preservation!

Project Literature

- Public Deliverables
- CASPAR Downloads
- Glossary of Terms
- OAIS Reference Model
- OAIS Update for Public Examination
- Roadmap for Data Science Infrastructure

Community Members area

User ID

Password **login**

Join the Community

To join the CASPAR Preservation User Community

PREMIS

PRESERVATION METADATA
MAINTENANCE ACTIVITY

Official Web Site

PREMIS Data Dictionary for Preservation Metadata version 2.0 [PDF: 3.1MB / 217p.]

This publication includes the PREMIS Introduction, the Data Dictionary, Special Topics, Methodology and Glossary. The data dictionary and report with supporting documentation are also available as separate documents:

- ▶ [PREMIS Data Dictionary, version 2.0](#) (PDF: 1.1MB/184pp.)
The PREMIS Data Dictionary for core preservation metadata needed to support the long-term preservation of digital materials.
- ▶ [PREMIS Introduction and Supporting Documentation](#) (PDF: 451K/51pp.)
Provides information on the background, objectives, data model, implementation and other supporting documentation for the PREMIS Data Dictionary.
- ▶ [PREMIS Data Dictionary Entity Hierarchical Listing](#)
A hierarchical list by PREMIS semantic unit.
- ▶ [PREMIS Data Dictionary, version 2.0](#) (Japanese version) (PDF: 1.4MB/220pp.)
- ▶ [PREMIS Schemas](#)
- ▶ [Understanding PREMIS](#) by Priscilla Caplan for the Library of Congress: an overview of the PREMIS Data Dictionary for Preservation Metadata (PDF: 543K/26pp.)
Also available in:
Spanish: [Entender PREMIS](#) (PDF: 363K/30pp.)
Italian: [Capire PREMIS](#) (PDF: 141K/25pp.)
German: [PREMIS verstehen](#) (PDF: 321K/28 pp.) **NEW!**
- ▶ [PREMIS Data Dictionary and Schema Revision Process](#) **NEW!**
- ▶ [Revisions to the PREMIS Data Dictionary, version 2.0](#)
- ▶ [PREMIS Editorial Committee](#)
- ▶ [PREMIS Implementors' Group \(PIG\)](#)
- ▶ [PREMIS Resources: Articles and Presentations](#)

News and articles:

- ▶ ["Conformant Implementation of the PREMIS Data Dictionary"](#) prepared by the PREMIS Editorial Committee (October 2010) [PDF: 171K/6pp.] **NEW!**
- ▶ ["Implementing PREMIS: A Case Study of the Florida Digital Archive"](#), by Devan Ray Donaldson and Paul Conway, in Library Hi-Tech, 2010 (PDF: 164K/17pp.) **NEW!**
- ▶ [PREMIS Tutorial and PREMIS Implementation Fair](#) held at [iPres 2010](#), Vienna, Austria, September 19 and 22, 2010. [Presentations from PiF](#) now available **NEW!**
- ▶ [PREMIS Data Dictionary and Schema Revision Process Sept 2010](#) **NEW!**
- ▶ [Understanding PREMIS now available in German Aug 2010](#) **NEW!**
- ▶ ["A Checklist for Documenting PREMIS-METS Decisions in a METS Profile"](#) by Sally Vermaaten (PDF: 312K/14pp.) May 2010 **NEW!**
- ▶ ["Digital Preservation Metadata Standards"](#) by Angela Dappert and Markus Enders, in Information Standards Quarterly, Spring 2010 (PDF: 1001K/10pp.)
- ▶ [PREMIS Data Dictionary for Preservation Metadata in Japanese:](#) (PDF: 1.4MB/220pp.) translated by Masamitsu Kuriyama (Mr.), Associate Professor, Tokiwa University College of Human Science



PROMUOVE L'APPLICAZIONE DELLE TECNOLOGIE DELL'INFORMAZIONE E DELLA COMUNICAZIONE NEI BENI CULTURALI. REALIZZA PROGETTI DI RICERCA, DI DOCUMENTAZIONE, DI FORMAZIONE E SVILUPPA SPECIFICHE APPLICAZIONI SOFTWARE

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CAPIRE PREMIS

È disponibile la versione italiana di "[Capire PREMIS](#)" - "[Understanding PREMIS](#)", tradotta da Angela Di Iorio per la Fondazione Rinascimento Digitale. Il documento originale è stato scritto da Priscilla Caplan, Florida Center for Library Automation, per la Library of Congress e rappresenta un'introduzione al PREMIS Data Dictionary for Preservation Metadata.

Data di inserimento: 16/07/2009

File allegati



[Capire PREMIS](#)



[Understanding PREMIS](#)

PREMIS - PRESERVATION METADATA: IMPLEMENTATION STRATEGIES

[PREMIS - Preservation Metadata: Implementation Strategies](#)

The Library of Congress >> Standards

Metadata Encoding & Transmission Standard

Official Web Site

Home

The METS schema is a standard for encoding descriptive, administrative, and structural metadata regarding objects within a digital library, expressed using the [XML schema language](#) of the [World Wide Web Consortium](#). The standard is maintained in the [Network Development and MARC Standards Office](#) of the Library of Congress, and is being developed as an initiative of the Digital Library Federation.

TECHNICAL DOCUMENTATION

- [METS Schema & Documentation](#)
- [METS External Schemas](#)
- [METS Example Documents](#)
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- [METS Implementation Registry](#)

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- [METS Presentations](#)
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METS NEWS

ARL Announces METS Workshop: Due to popular demand, another METS Workshop will be held after mid-winter ALA in San Diego in early January, 2011. The Association of Research Libraries (ARL) and CLIR's Digital Library Federation are offering a five-day "METS Workshop: The Basics and Beyond" to be held with Nancy J. Hoebelheinrich of the METS Editorial Board.
-- [See Announcement](#)

Draft METS White Paper Now Available: The METS Editorial Board has released a draft METS White Paper, which is available for comment.
-- [See Announcement](#)

New Video METS Profile Available: The UT Video METS profile submitted by Amy Rushing on behalf of Human Rights Documentation Initiative at the University of Texas Libraries on September 22 is now officially registered.
-- [See Announcement](#)

Two New METS Tools Available: A METS editor and workflow facilitation toolkit from the University of Florida have been added to the METS Tools page (under Creation/Editing tools for full METS).
-- [See METS Tools](#)

METS Tools Page Updated: An updated and greatly expanded list of available METS tools and services is now available on the METS Tools page.
-- [See METS Tools](#)

METS Editorial Board Meeting Minutes: The minutes are now available from the 2010-04-01 Board meeting:
-- [See Minutes](#)



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Current Release

Download the latest Fedora Commons software!

- Version 3.4.1 installer
- Version 3.4.1 source

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New Resources

- Getting Started Guide
- Fedora Spec Sheet
- Fedora Commons/DSpace Webinar

Announcements

- [Fedora Repository 3.4.1 Released](#)
- [Fedora Repository 3.4 Released](#)
- [Fedora Repository 3.4-RC1 Released](#)

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DuraSpace Blog »

NOW AVAILABLE: DuraCloud Open Source 0.7 With New Content Management

Fedora Commons Repository Software

open source technologies to manage, preserve, and link your digital content

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Use Fedora To

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- Build on flexible, extensible, modular architecture
- Keep control of your data with open source software

Features

- Store all types of content and its metadata
 - Scale to millions of objects
 - Access data via Web APIs (REST/SOAP)
 - Provide RDF search (SPARQL)
 - Rebuilder Utility (for disaster recovery and data migration)
- [complete list of features](#)

<http://www.iccu.sbn.it>



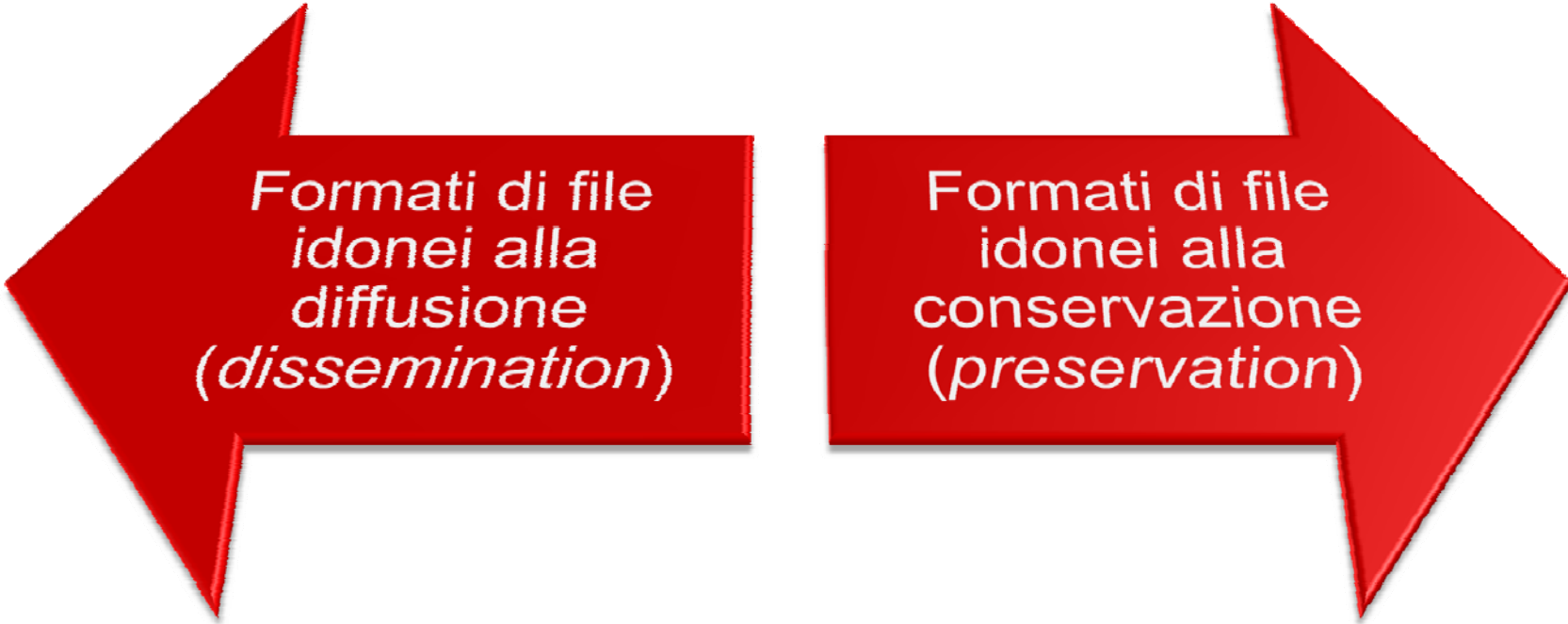
Comitato MAG

MAG Metadati Amministrativi e Gestionali

Manuale Utente

a cura di Elena Pierazzo
versione: 2.0.1
ultimo aggiornamento: 8 marzo 2006

I formati in OAIS



Formati di file
idonei alla
diffusione
(*dissemination*)

Formati di file
idonei alla
conservazione
(*preservation*)

Antesignano: il DPCM 31 ottobre 2000

art. 16.

Leggibilità dei documenti

Ciascuna amministrazione garantisce la leggibilità nel tempo di tutti i documenti trasmessi o ricevuti adottando i formati previsti all'art. 6, comma 1, lettera b), della delibera AIPA n. 24/98 ovvero altri formati non proprietari.

art. 40

Rappresentazione del documento informatico

1. Il certificatore indica nel manuale operativo i formati del documento informatico e le modalità operative a cui il titolare deve attenersi per evitare le conseguenze previste dall'art. 3, comma 3.

I formati mai visti

- ❑ Elenco dei formati idonei a cura del CNIPA (DigitPA) - art. 68.4 del CAD
- ❑ In Italia siamo fermi al “nulla” del 2005, ma il resto del mondo si sta muovendo velocemente e con risultati, anche di coalescenza

La sacralità del PDF



Manlio Cammarata reporter

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La memoria digitale dell'Italia non si conserva in PDF

di Gianni Penzo Doria* - 03.03.06

Con un breve comunicato stampa del 16 febbraio 2006, il CNIPA ha annunciato la sottoscrizione di un protocollo di intesa con Adobe Systems incorporated per il riconoscimento di Adobe PDF, acronimo di *Portable Document Format*, quale formato valido per la firma digitale. Il protocollo d'intesa si inserisce giuridicamente in quanto previsto dall'art. 12, comma 9, della deliberazione CNIPA 17 febbraio 2005, n. 4 e sancisce l'affiancamento del formato PDF al P7M, cioè all'unico formato finora riconosciuto dal legislatore italiano.

Innanzitutto va rilevata l'incongruenza dell'equiparazione di un formato proprietario (il PDF) con un formato aperto (il P7M). A nulla rileva che il PDF sia un formato distribuito gratuitamente, poiché si tratta, a ben vedere, di una palese miopia. Adobe, infatti, distribuisce gratuitamente il lettore (Acrobat Reader) e non l'editor (Acrobat Maker). Il fatto che le specifiche siano rese pubbliche in un documento di 978 pagine (*PDF Reference*, ver. 1.4, 2001 - ISBN 0-201-75839-3, scaricabile da [qui](#)) e che Adobe non detenga il monopolio internazionale dei *PDF tools*, non deve far dimenticare che, a causa della complessità del formato, ogni approvazione per la modifica dello standard deve comunque passare da Adobe.

Non solo. Questa appena descritta è la politica commerciale "attuale" di Adobe e non è detto che in futuro non cambi, con grave pregiudizio per gli utenti finali, sia pubblici che privati. Quale nazione affiderebbe ad una azienda *business oriented*, per quanto potente e stabile, la conservazione della propria memoria?

Partiamo allora da una considerazione semplice. Negli ultimi anni (1997-2006) il legislatore italiano ha utilizzato la firma digitale come panacea per molti mali dell'amministrazione pubblica, fallendo clamorosamente gran parte degli obiettivi prefissati, a causa della farraginosità delle norme tecnologiche. Le scelte effettuate dall'AIPA prima e dal CNIPA poi sono infatti state orientate a favorire l'introduzione della firma digitale come strumento per l'eliminazione della carta, coniando slogan sull'archiviazione ottica fino alla assurdità sulla cosiddetta "dematerializzazione". Nel nostro caso, si tratta di un concetto e di una parola del tutto fuorvianti, come se l'informatica non fosse "materiale" e come se anche il documento informatico non fosse "res signata", affissa comunque ad un supporto materiale.

Se siamo dunque in attesa della quinta edizione della normativa sulla archiviazione ottica un motivo ci dovrà pur essere (i precedenti: deliberazione AIPA 15/1994; deliberazione AIPA 24/1998; deliberazione AIPA 42/2001 e deliberazione CNIPA 11/2004).

E, infatti, c'è: la firma digitale non è in grado, da un punto di vista tecnologico, di conservare i documenti informatici nel tempo. E nessun paese al mondo che abbia maturato un'esperienza consolidata sull'utilizzo della firma digitale (ad es., Stati Uniti, Canada, etc.), la utilizza per la *long term preservation*, cioè per la conservazione a lungo termine.

Alcune soluzioni?

XML
(ODF)
(OOXML)

ODF: ISO 26300:2008
OOXML: ISO 29500:2008

TXT
RTF

PDF/a

PDF: ISO 32000:2008
PDF/a ISO 19005-1:2005
e Cor: 2007
pdf/a-1a

PNG
TIFF 6.0
JPG2000

PNG: ISO 15942:2004

Specifiche:

<http://www.iso.org>

<http://www.w3.org/XML>

<http://www.pdfa.org/doku.php>

<http://www.libpng.org/pub/png>

<http://partners.adobe.com/asn/developer/pdfs/tn/TIFF6.pdf>

<http://www.jpeg.org>



Products > ISO Standards > By TC > JTC 1 Information technology > SC 34

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ISO/IEC 26300:2006

Information technology -- Open Document Format for Office Applications (OpenDocument) v1.0

Media and price

Language	Format	Add to basket
English	PDF (14 198 kB)	CHF 352.00
English	PDF on CD	CHF 352.00

Note: The electronic version of this International Standard can be [downloaded](#) from the ISO/IEC Information Technology Task Force (ITTF) web site

General information

Number of Pages: 722

Edition: 1 (Monolingual)	ICS: 35.240.30
Status: Published	Stage: 60.60 (2006-11-30)
TC/SC: JTC 1/SC 34	

Abstract

ISO/IEC 26300:2006 defines an XML schema for office applications and its semantics. The schema is suitable for office documents, including text documents, spreadsheets, charts and graphical documents like drawings or presentations, but is not restricted to these kinds of documents.

These standards could also interest you

- [ISO/IEC 13250-6:2010](#)
Information technology -- Topic Maps -- Part 6: Compact syntax
- [ISO/IEC 13250-4:2009](#)
Information technology -- Topic Maps -- Part 4: Canonicalization
- [ISO/IEC 19757-7:2009](#)
Information technology -- Document Schema Definition Languages (DSDL) -- Part 7: Character Repertoire Description Language (CREPDL)



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ISO/IEC 29500-1:2008

Information technology -- Document description and processing languages -- Office Open XML File Formats -- Part 1: Fundamentals and Markup Language Reference

Note: The electronic version of this International Standard can be [downloaded](#) from the ISO/IEC Information Technology Task Force (ITTF) web site

Related Publications

Title	Language	Format	Add to basket
ISO/IEC 29500-1,-2,-3,-4:2008	English	PDF on CD	CHF 352,00

General information

Number of Pages: 5560

Edition: 1 (Monolingual)

ICS: [35.240.30](#); [35.080](#)

Status: Published

Stage: [60.60](#) (2008-11-17)

TC/SC: [JTC 1/SC 34](#)

Abstract

ISO/IEC 29500-1:2008 defines a set of XML vocabularies for representing word-processing documents, spreadsheets and presentations, based on the Microsoft Office 2008 applications. It specifies requirements for Office Open XML consumers and producers that comply to the strict conformance category.

Corrigenda, Amendments and other parts

[ISO/IEC 29500-1:2008/Cor 1:2010](#)

[ISO/IEC 29500-1:2008/Amd 1:2010](#)

These standards could also interest you

- [ISO/IEC 13250-6:2010](#)
Information technology -- Topic Maps -- Part 6: Compact syntax
- [ISO/IEC 13250-4:2009](#)
Information technology -- Topic Maps -- Part 4: Canonicalization
- [ISO/IEC 19757-7:2009](#)
Information technology -- Document Schema Definition Languages (DSDL) -- Part 7: Character Repertoire Description Language (CREPDL)



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Document management -- Portable document format -- Part 1: PDF 1.7

Media and price

Language	Format	Add to basket
English	PDF (7 186 kB)	CHF 380,00
English	PDF on CD	CHF 380,00

General information

Number of Pages: 747

Edition: 1 (Monolingual) ICS: [37.100.99](#); [35.240.30](#)

Status: Published Stage: [60.60](#) (2008-07-01)

TC/SC: [TC 171/SC 2](#)

Abstract

ISO 32000-1:2008 specifies a digital form for representing electronic documents to enable users to exchange and view electronic documents independent of the environment in which they were created or the environment in which they are viewed or printed. It is intended for the developer of software that creates PDF files (conforming writers), software that reads existing PDF files and interprets their contents for display and interaction (conforming readers) and PDF products that read and/or write PDF files for a variety of other purposes (conforming products).

ISO 32000-1:2008 does not specify the following:

These standards could also interest you

- [ISO 12029:2010](#)
Document management -- Machine-readable paper forms -- Optimal design for user friendliness and electronic document management systems (EDMS)
- [ISO 10244:2010](#)
Document management -- Business process baselining and analysis
- [ISO/TR 10255:2009](#)
Document management applications -- Optical disk storage technology, management and standards

www.iso.org – PDF/a (2005)



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International Standards for Business, Government and Society

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ISO 19005-1:2005

Document management -- Electronic document file format for long-term
preservation -- Part 1: Use of PDF 1.4 (PDF/A-1)

Media and price

Language	Format	Add to basket
English	PDF (296 kB)	CHF 118,00
English	Paper	CHF 118,00
Russian	PDF (460 kB)	CHF 118,00
Russian	Paper	CHF 118,00

General information

Number of Pages: 29

Edition: 1 (Monolingual)

ICS: [35.240.30](#); [37.100.99](#)

Status: Published

Stage: [90.92](#) (2010-07-22)

TC/SC: [TC 171/SC 2](#)

Abstract

ISO 19005-1:2005 specifies how to use the Portable Document Format (PDF) 1.4 for long-term preservation of electronic documents. It is applicable to documents containing combinations of character, raster and vector data.


Revision information

Revised by: [ISO/NTF 19005-1](#)

These standards could also interest you

- [ISO 12029:2010](#)
Document management --
Machine-readable paper forms --
Optimal design for user
friendliness and electronic
document management systems
(EDMS)
- [ISO 10244:2010](#)
Document management --
Business process baselining and
analysis
- [ISO/TR 10255:2009](#)
Document management
applications -- Optical disk storage
technology, management and
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www.iso.org – PDF/a (2007)




International Organization for Standardization

International Standards for Business, Government and Society

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ISO 19005-1:2005/Cor 1:2007


 

Media and price


Language	Format	Add to basket
English	 PDF (132 kB)	CHF 0,00 
English	 Paper	CHF 0,00 
Russian	 PDF (195 kB)	CHF 0,00 
Russian	 Paper	CHF 0,00 

General information


Number of Pages: 4

Edition: 1 (Monolingual)	ICS: 35.240.30 ; 37.100.99
Status:  Published	Stage: 90_93 (2009-11-19)
TC/SC: TC 171/SC 2	

Revision information

Revised by:  [ISO/NP 19005-1](#)

Corrigenda, Amendments and other parts

 [ISO 19005-1:2005](#)

These standards could also interest you

- [ISO 12029:2010](#)
Document management -- Machine-readable paper forms -- Optimal design for user friendliness and electronic document management systems (EDMS)
- [ISO 10244:2010](#)
Document management -- Business process baselining and analysis
- [ISO/TR 10255:2009](#)
Document management applications -- Optical disk storage technology, management and standards

Il PDF/a ha qualche baco...

Archiving Digital Documents: Issues in Dematerialization (Extended Abstract)

Francesco Buccafurri, Gianluca Caminiti, and Gianluca Lax

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Abstract. In the last years, public administrations and private companies have been involved in the process of *document dematerialization*, consisting in converting paper documents into digital ones, storing them on optical supports and developing databases to enable an effective classification of such a huge amount of information. In this respect, Italian law establishes the use of digital signature to guarantee both the provenance and the integrity of such digital documents. In the recent literature, a new vulnerability of enveloping digital signature, based on a novel mechanism allowing ambiguous presentation of electronic documents, has been addressed. In this paper, we extend such an attack to those document formats that are typically involved in dematerialization, i.e., **pdf** and **tiff**. Such an issue poses serious threats over dematerialized documents like legal acts and e-invoices, since this way the attacker is allowed to produce a fake document that appears in a reliable format both whenever it is signed and whenever it is fraudulently exploited.

1 Introduction

Digital signature is today a popular asymmetric-cryptography scheme preserving the integrity of signed electronic documents as well as proving the identity of the

Il PDF/a ha qualche baco...

First, we point out that the above attack technique can be disarmed by using pdf/a documents, since the standard fixed by [17] requires that such files properly start with the pdf header. Thus no data can be located before such a header. Moreover, pdf/a requires that no data is put after the end-of-file marker. As a result, the pdf/a-1b compliance check fails on any pdf/a file that is tampered according to the technique proposed here. However, some issue still arises by using common applications, since a tampered pdf/a file is correctly opened and displayed. For instance, Foxit Reader v.3 and Adobe Acrobat Reader v.9 do not refuse to open a pdf/a document in case the pdf header is preceded by an arbitrary byte sequence, provided that it is located within the first 1024 bytes. Moreover, many pdf/a documents having a header corrupted in this fashion are still opened in Acrobat under pdf/a mode, i.e., they are explicitly recognized as pdf/a documents, even though a further conformance check (by using the Preflight option) does not succeed. Finally, we have noticed that searching for pdf syntax issues (via Preflight) on such files does not issue any problem. Observe that the common user could not be aware of the need of running a deep pdf/a-1b compliance check on the suspect file, being the document content correctly displayed under pdf/a mode. Hence, using pdf/a is a solution to prevent the attack, provided that application software is modified to solve the above issue (for instance, by running a compliance check before opening a pdf/a document). We have alerted Adobe, which is the main producer of pdf/a software, to this risky issue.

welcome

DigitalPreservationEurope(DPE), building on the earlier successful work of ERPANET, facilitates pooling of the complementary expertise that exists across the academic research, cultural, public administration and industry sectors in Europe.

DPE fosters collaboration and synergies between many existing national and international initiatives across the European Research Area.

DPE addresses the need to improve coordination, cooperation and consistency in current activities to secure effective preservation of digital materials. DPE's success will help to secure a shared knowledge base of the processes, synergy of activity, systems and techniques needed for the long-term management of digital material.

Latest News:

Preserving the British Library's C19 Newspaper Collection: Planets Film Released

Posted on 28th April 2010

Planets (Preservation and Long-term Access Through Networked Services) has released the first of four filmed and written studies to show how national libraries and archives in Europe are using Planets tools to preserve large and valuable digital collections.

This five minute film documents the challenges the British Library has faced with preserving the 80TB of images and its use of Planets preservation planning tool, Plate, to support the decisions it has taken. [More Info](#)

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news

Papers from ERPANET Berne Conference Published

Posted on 21st July 2007

In October 2004 a group of leading international scholars met at the Swiss Federal Archives under the auspices of ERPANET to examine the topic of 'Managing and archiving records in the digital era: the same discipline or a difficult partnership of two different professions'. The debate was very lively. The papers from the conference have now been revised, edited, and published as 'Managing and Archiving Records in the Digital Era: Changing Professional Orientations', Niklaus Bütikofer, Hans Hofman, and Seamus Ross (eds), 2006, Baden: Hier+Jetzt. (ISBN 10: 3-03919-019-9) Copies can be ordered from the publisher at: <http://www.hierundjetzt.ch/>

ANNOUNCED: DCC Workshop on the Long-term Curation of Medical Databases

Posted on 11th October 2005

A joint DCC and Electronic Resource Preservation and Access Network (ERPANET) workshop on the Long-term Curation of Medical Databases will be held in the Gulbenkian Institute, Lisbon, Portugal, on the 13-14 October 2005. For more information about the programme, course fees and registration, see <http://www.dcc.ac.uk/training/mdb-2005>.

- » Topic of the Month
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FINAL REPORT

File Formats for Preservation

Austrian National Library, Wien
10-11 May 2004



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The technical registry PRONOM

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Welcome to PRONOM

[PRONOM changes and DROID signature file release notes.](#)

Find out more about our plans to make PRONOM's data available in a linked open data format on [The National Archives Labs](#).

The online registry of technical information. PRONOM is a resource for anyone requiring impartial and definitive information about the file formats, software products and other technical components required to support long-term access to electronic records and other digital objects of cultural, historical or business value. Find out about the future of PRONOM on our [Information resources](#) page.

Tools and Services

Free PRONOM tools and services to support digital preservation, including DROID, the automatic file format identification tool, together with links to relevant external tools and services. [Tools and Services >](#)

Contribute to PRONOM

Contribute new information to PRONOM via our online [submission form](#). >


Find out more about [PRONOM's creators](#) >

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DROID (Digital Record Object Identification)

DROID is an automatic file format identification tool providing categories of format identification for unknown files in a digital collection.

DROID is open source and is freely available to download from the  [DROID project website on SourceForge.net](#).

Nell'ambito di PRONOM:

DROID (*Digital Record Object Identification*)

<http://sourceforge.net/projects/droid>

Open Source Software

Sourceforge.net Hosted

[DROID: Project Web Hosting - Open Source Software](#)

DROID

Users

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SourceForge.net hosts over 100,000 Open Source projects. You may find what you're looking for by [searching our site](#) or using our [Software Map](#).

You may also want to consider these similarly-categorized projects:

Ads by Google



Project Information

About this project:

This is the **DROID** project ("droid")

This project was registered on SourceForge.net on Feb 23, 2006, and is described by the project team as follows:

DROID (Digital Record Object Identification) is an automatic file format identification tool. It is the first in a planned series of tools developed by The National Archives under the umbrella of its PRONOM technical registry service.

Developers

Join this project:

To join this project, please contact the project administrators of this project, as shown on the [project summary page](#).

Get the source code:

Source code for this project may be available as [downloads](#) or through one of the SCM repositories used by the project, as accessible from the [project develop page](#).

Update project web pages:

This page is the default project web page supplied by SourceForge.net. If you are a member of this project, you can deploy your own project web pages as per our [site documentation](#).

If you are a web page developer interested in this project, please consider reaching out to the project admin (per the "Join this project" section, above) to offer your assistance.



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DPSP

Digital Preservation Software Platform

Digital Preservation Software Platform

Software for Digital Preservation

Download version 1.0.x, released 7th May 2010 AEST

The Digital Preservation Software Platform (DPSP) is free and open source software developed by the [National Archives of Australia](#). The DPSP is a collection of software applications which support the goal of digital preservation.

The DPSP comprises:

- **Xena** - Xena stands for *XML Electronic Normalising for Archives*. Xena converts digital files to standards based, open formats.
- **Digital Preservation Recorder (DPR)** - DPR handles bulk preservation of digital files via an automated workflow.
- **Checksum Checker** - Checksum Checker is a piece of software that is used to monitor the contents of a digital archive for data loss or corruption.
- **Manifest Maker** - Manifest Maker produces a tab-separated list of digital files in a specified location. The manifest includes the checksum, path and filename of each digital file.

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Welcome to the Global Digital Format Registry!

The GDFR is meant to be a distributed and replicated registry of format information populated and vetted by experts and enthusiasts world-wide.

Formation of the Unified Digital Formats Registry (UDFR)

In April 2009 the GDFR initiative joined forces with the UK National Archives' [PRONOM](#) registry initiative under a new name - the Unified Digital Formats Registry (UDFR). The UDFR will support the requirements and use cases compiled for GDFR and will be seeded with PRONOM's software and formats database.

For more information about the UDFR, please see the [UDFR website](#).

[Explore the GDFR registry](#)

**The GDFR registry is available for historical reference.
It will be functionally replaced by the UDFR.**

[See the GDFR data model](#)

The GDFR is a collaborative project of the Harvard University Library, NARA and OCLC with funding generously provided by the Andrew W. Mellon Foundation.

I formati: si inizia a normalizzare



GR, Circolare 21 settembre 2010, n. 494.970

Come formati ammette “formati portatili statici non modificabili che non possano contenere macroistruzioni o codici eseguibili. Nella scelta sono preferiti gli standard documentali internazionali ISO e gli standard che consentono WYSIWYG”:

Come formati suggerisce:

txt, tiff, xml, odt

Come formati esclude:

doc, xls, etc.

I formati: si inizia a normalizzare



PEC

- ... La **posta elettronica certificata** (Pec) è un sistema di posta elettronica nel quale al mittente viene consegnata una ricevuta elettronica che attesta l'invio e la ricezione di documenti informatici. La ricevuta elettronica ha **valenza legale**.
- ... La Regione Liguria mette a disposizione la casella di posta elettronica certificata istituzionale protocollo@pec.regione.liguria.it, alla quale sarà possibile inviare messaggi di posta elettronica, che verranno **registrati dal protocollo generale dell'Ente (Area organizzativa omogenea Regione Liguria)**.

I documenti trasmessi devono essere prodotti in formati stabili, completi, leggibili, immutabili, che non contengano codici eseguibili, macroistruzioni, link (per esempio collegamenti a siti internet).

Verranno pertanto **accettati** documenti preferibilmente in **formato pdf/A, e anche pdf, txt, rtf, xml, tiff**. I documenti trasmessi in formati diversi (per esempio *.doc, .xls, .ppt, ecc.*) verranno rifiutati.

A ogni messaggio Pec deve corrispondere un documento ed eventuali relativi allegati (per esempio un soggetto esterno che debba partecipare a due bandi di gara dovrà inviare 2 messaggi PEC distinti, uno per ogni domanda di partecipazione). La Pec non deve essere utilizzata per la trasmissione di comunicazioni non ufficiali (per esempio: materiale pubblicitario, cataloghi, inviti, messaggi di prova, ecc.).

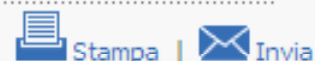
Le comunicazioni e-mail provenienti da caselle di posta elettronica non certificata, verranno accettate solo se i documenti trasmessi siano stati sottoscritti con *firma digitale*, preferibilmente qualificata (il cui certificato sia rilasciato da un certificatore accreditato).

La Regione Liguria in un'ottica di semplificazione amministrativa, ha attivato **altre caselle** di posta elettronica non certificata (Assessori, Direzioni, Uffici, ecc.) **utilizzabili solo per lo scambio di informazioni e comunicazioni non ufficiali**, per le quali non occorre l'attribuzione del numero e della data del protocollo generale.

I formati: si inizia a normalizzare



Pratiche edilizie on line: presentare documenti integrativi



Senza dover venire direttamente al Front-Office, è possibile presentare on-line alcuni documenti integrativi in materia edilizia, quali:

- il DURC;
- le Dichiarazioni Sostitutive e/o Autocertificazioni (allegando copia del documento d'identità del dichiarante);
- la Comunicazione di Inizio Lavori
- Richiesta di Proroga Inizio/Fine Lavori.

Il nuovo Sportello Virtuale consente l'invio di documenti 7 giorni su 7 e 24 ore su 24 direttamente agli uffici di Back-Office, senza più vincoli per professionisti, imprese e cittadini di orario di apertura al pubblico del Front-Office.

Risparmiare tempo e denaro è possibile, basterà fornirsi di strumenti vevoli ai fini legali nell'ambito della gestione procedimentale, quali:

- una Casella di Posta Elettronica Certificata;
- la Firma Digitale.

Il legale rappresentante dell'Impresa, il titolare della pratica, il dichiarante o il professionista incaricato potrà così sottoscrivere con firma digitale la documentazione integrativa sopra indicata, ricordandosi di riportare obbligatoriamente nella modulistica la data di sottoscrizione, ed inviare i files dalla propria casella PEC a

edilizia.online@pec.comune.verona.it

Tutto sbagliato, tutto da rifare?

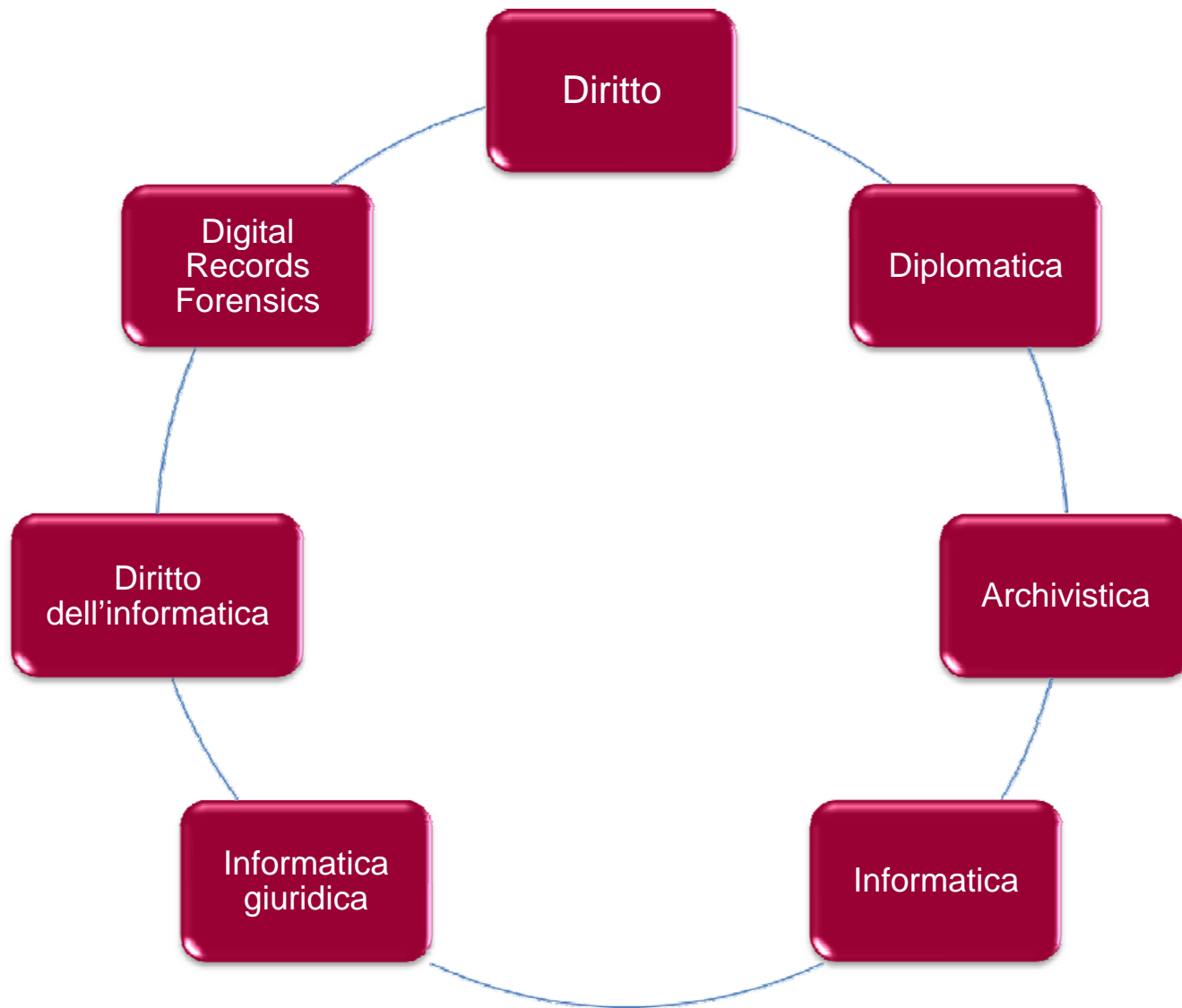


La coalescenza



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Grazie per l'attenzione

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