

Ad Hoc Committee On Archiving Standards

Report and Proposal

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Formation and Charter

- Formed at NCITS July 1998 meeting
- Chartered to examine issues with "obsolete, dormant or 'historical interest' standards"
- Recommendations as to how to treat these standards in the future

Initial Confusion

- Ad Hoc determined it was confusing two separate issues
 - Can and should maintenance requirements be streamlined for existing standards which are valid but mature and unchanging
 - What should be done with standards which are really obsolete or of historical interest instead of or in addition to withdrawing?

Method of Working

- Determined to separate procedural issue from discussion of principles
 - Assess and make proposal on reduction of maintenance requirements
 - Then attempt to deal with 'thorny' issue of obsolete standards
- Otherwise would probably never be able to get anywhere

Need for Streamlined Process

- Subset of standards exist which are
 - Valid
 - Mature
 - Not changing
- Need to perform "maintenance" to reaffirm each five years
 - ANSI Directives require
 - Cost burden (time, money) on committees
 - Artificial drive to withdraw such standards

Proposal: Streamline the process

- Proposal to streamline reaffirmation process (IT/99-0113) to NCITS for approval
- Reviewed by PPC
 - No problem with general proposal
 - Generate wording of changes to Directives following approval in principle by NCITS
- Legal review found no problems or issues (IT/99-0116)
- Proposal complies with ANSI Directives

Reaffirmation Today

- Current ANSI and NCITS Directives require owning TC to review a standard every five years
 - Recommend withdrawal
 - Modify
 - Recommend reaffirmation
- Results in 30-day letter ballot for NCITS members for each such standard

Proposed: Stabilized Standards

- NCITS create an additional category:
 - Declare standard "stabilized"
- Stabilized standard
 - has ongoing validity and effectiveness
 - should not be withdrawn
 - is mature and will not require maintenance or modification (except reaffirmation)
 - Will be reaffirmed by streamlined process
 - Will be removed from stabilized status if appropriate

Proposed Process

- The standard must pass through at least one five-year review cycle without modification before it can be recommended for stabilization
- Owning committee recommends stabilization at five-year review
- Recommendation accompanied by statement of rationale
- Results in 30-day letter ballot just like reaffirmation recommendation today

Proposed Process

- If standard approved for stabilization it goes on master list of stabilized standards maintained by NCITS Secretariat
- If new work proposal generated and adopted against stabilized standard the standard is removed from the list.
- To be eligible again for standardization the standard must go through subsequent five-year review cycle without change and again be recommended for stabilization.

Proposed Process

- Each year NCITS Secretariat generates a List of Stabilized Standards identifying all stabilized standards for which five years have passed since last reaffirmation
- List states NCITS intends to reaffirm the listed stabilized standards
- Offers 60-day comment period for NCITS members, TC members and public review

Proposed Process

- Any comments opposing the reaffirmation of a stabilized standard will be submitted by NCITS Secretariat to owning TC
- Owning TC must respond to comment
- If TC agrees to removing the standard from the list then the standard becomes the subject of an individual letter ballot recommending some action [withdrawal, modification, explicit reaffirmation]

Proposed Process

- At end of 60-day comment period all stabilized standards remaining on list will be recommended by Secretariat to NCITS for reaffirmation by either
 - single 30-day letter ballot
 - NCITS meeting vote
- Owning TC may act to remove a standard from stabilized status at any time

Proposed Process

- We expect this process will apply to all standards development methods used by NCITS including "L" and "M" projects
- Final procedural and directive changes made by PPC should take this into account

Next Steps

- Direct PPC to develop specific wording for changes to procedures and directives to implement proposal
- Explicit changes will be returned to NCITS by PPC for approval
- Continue Ad Hoc through July 1999 meeting to consider other part of original charter (what to do with "obsolete" standards)