

Pursuant to Article 61, paragraph 3 of the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business (Official Gazette of the RS, No. 94/17) and Article 42, paragraph 1 of the Law on Government (Official Gazette of the RS, No. 55/05, 71/05 – corrigendum, 101/07, 65/08, 16/11, 68/12 – CC, 72/12, 7/14 – CC, 44/14 and 30/18 – other law),

The Government has passed the following

REGULATION

on requirements for document preparation for trustworthy electronic preservation and on document formats suitable for long-term preservation

Scope of the Regulation

Article 1

This Regulation shall govern the requirements for document preparation for trustworthy electronic preservation and document formats that are suitable for long-term preservation.

Internal rules

Article 2

A legal or a natural person performing document preparation for trustworthy electronic preservation (hereinafter: the preparation handler) shall be obliged to adopt internal rules for document preparation for trustworthy electronic preservation (hereinafter: the internal rules), which they will follow in document preparation for trustworthy electronic preservation and which shall ensure that the document preparation for trustworthy electronic preservation complies with the requirements from the Law on Electronic Document, Electronic Identification and Trust Services in Electronic Business (hereinafter: the Law), as well as with the requirements from this Regulation.

The internal rules shall, *inter alia*, regulate the following:

- 1) the organization of document preparation for trustworthy electronic preservation, including defining of tasks, authorisations and responsibilities of the persons tasked with document preparation for trustworthy electronic preservation with the preparation handler;
- 2) the procedures applied during document preparation for trustworthy electronic preservation, including the procedures for:
 - (1) downloading of documents,

- (2) identification of parts of the original document,
 - (3) identification of additional data that is describing the document or derived from the document (hereinafter: metadata),
 - (4) accuracy and quality control of document digitalization, i.e. conversion,
 - (5) determining fidelity of the digitalized i.e. converted document to the original document and of the accuracy of metadata;
- 3) the technical and technological requirements;
 - 4) protection measures within information security;
 - 5) supervision over the application of internal rules;
 - 6) modifications to the internal rules by the preparation handler.

Where individual issues referred to in paragraph 2 of this Article are regulated by other acts of the preparation handler, the internal rules should include provisions referring to such acts.

Monitoring of application and modification of internal rules

Article 3

The preparation handler shall ensure monitoring of application of the internal rules with a view to removing perceived irregularities and improving reliability, security and efficiency in document preparation for trustworthy electronic preservation.

In cases where the preparation handler during the monitoring procedure perceives irregularities or potentials for improvement of reliability, security and efficiency of the procedure, they shall take the measures to remove the irregularities and, where necessary, amend and supplement the internal rules.

The internal rules shall regulate the method and scheduling of monitoring implementation referred to in paragraph 1 of this Article, where the preparation handler shall be obliged to prepare a report on internal rules' implementation once a year at the minimum.

The preparation handler shall be obliged to stay up-to-date with the amendments to the legal regulations, technological progress and published expert findings on the issues relating to the technological features that they apply, in order to adjust the method of work, procedures applied and the technological solutions in document preparation for trustworthy preservation in a timely manner, including passing of the required amendments and supplements to the internal rules.

Protection measures for the information system of the preparation handler

Article 4

All the technical and technological components that the preparation handler employs during document preparation for preservation shall be parts of the information system of the preparation handler to which measures are applied that are ensuring a high level of protection for the documents that are being prepared, which are resulting from preparation and for the associated data from losses, integrity compromise, unauthorized access, modification and supplementing.

The measures referred to in paragraph 1 of this Article shall be determined by the internal rules, all in compliance with the ISO/IEC 27001 standard “Information security management”.

Determining the form and method of original document creation

Article 5

The preparation handler shall be obliged to determine the form and creation method for the document that is being prepared for trustworthy preservation, which can be a document that was originally created in:

- 1) a form that is not electronic;
- 2) an electronic form that is not suitable for preservation;
- 3) an electronic form that is suitable for preservation.

During document preparation for trustworthy electronic preservation, it shall be necessary to identify all the parts of the original document irrespective of the format thereof, document creation method or other technical characteristics of the document.

Preparation of documents originally created in a form other than electronic

Article 6

In case of a document that was originally created in a form other than electronic, the preparation handler shall perform digitalisation of the document into an electronic form suitable for preservation.

During preparation of the document referred to in paragraph 1 of this Article for trustworthy electronic preservation, the preparation handler shall be obliged to:

- 1) ensure that all the relevant elements of the original document contents are truthfully transmitted to the document prepared for electronic preservation, taking into account the nature and the purpose of the document, i.e. that integrity of the document contents is preserved;
- 2) ensure that the usability of the original document contents is preserved;
- 3) ensure that all the elements of the original document contents of relevance for authenticity are included;

4) ensure that the external form of the document prepared for electronic preservation is identical to the appearance of the original document;

5) associate, to the digitalized document, metadata which shall, *inter alia*, include:

- (1) additional data of significance for determining authenticity of the document,
- (2) document creation date, if known,
- (3) particulars on the origin of the document,
- (4) document digitalisation date,
- (5) information on the person that controlled the digitalisation, including the control of fidelity of the digitalized document to the original one,
- (6) information referring to the applied preparation procedure, in compliance with the internal rules of the preparation handler,
- (7) information on the format used for document preservation,
- (8) the technical data on the devices used to perform document digitalisation,
- (9) information on any damage to the contents and form of the document;

6) perform control of accuracy and quality of document digitalisation in such a manner that it does not depend on the attention of one person only or on the reliability of one component of the technical solution only;

7) to ensure that the supplements to the contents, annotations entered and information on actions taken are kept separately from the original document;

8) that the information system that is supporting the document preparation process for electronic preservation creates in electronic form a logbook of all the events related to the actions taken during document preparation for electronic preservation with the obligation to preserve the logbook during the entire document preservation period.

Preparation of documents originally created in electronic form not suitable for preservation

Article 7

In case of a document that was originally created in a form that is not suitable for preservation, the preparation handler shall perform conversion of the document into an electronic form that is suitable for preservation.

During preparation of the document referred to in paragraph 1 of this Article for trustworthy electronic preservation, the preparation handler shall be obliged to:

- 1) ensure that all the relevant elements of the original document contents are truthfully transmitted to the document prepared for electronic preservation, taking into account the nature and the purpose of the document, i.e. to ensure that the integrity of the document contents is preserved;
- 2) ensure that the usability of the original document contents is preserved;
- 3) ensure that all the elements of the original document contents of relevance for authenticity are included;
- 4) ensure that the external form of the document prepared for electronic preservation is identical to the appearance of the original document;
- 5) associate, to the converted document, metadata which shall, *inter alia*, include:
 - (1) information on the format of the electronic document i.e. of the parts of the electronic document (original and converted one),
 - (2) additional information of significance for determining authenticity,
 - (3) document creation date, if known,
 - (4) particulars on the origin of the document,
 - (5) document conversion date,
 - (6) information on the person that controlled the document conversion, including the control of fidelity of the converted document to the original one,
 - (7) information referring to the applied preparation procedure, in compliance with the internal rules of the preparation handler,
 - (8) the technical data on the devices used to perform the conversion;
- 6) perform control of accuracy and quality of document conversion in such a manner that it does not depend on the attention of one person only or on the reliability of one component of the technical solution only;
- 7) to ensure that the supplements to the contents, annotations entered and information on actions taken are kept separately from the original document;
- 8) that the information system that is supporting the document preparation process for electronic preservation creates in electronic form a logbook of all the events related to the actions taken during document preparation for electronic preservation with the obligation to preserve the logbook during the entire document preservation period.

**Preparation of documents originally created in electronic form suitable for
preservation**

Article 8

During preparation of the document that was originally created in electronic form that is suitable for preservation, the preparation handler shall be obliged to:

- 1) perform a document integrity check and ensure that the document integrity is preserved during preparation thereof for electronic preservation without applying conversion;
- 2) associate metadata to the electronic document, which shall, *inter alia*, include:
 - (1) information on the format of the electronic document i.e. of the parts of the electronic document,
 - (2) additional information of significance for determining authenticity,
 - (3) document creation date, if known,
 - (4) particulars on the origin of the document,
 - (5) information referring to the applied preparation procedure, in compliance with the internal rules of the preparation handler;
- 3) to ensure that the supplements to the contents, annotations entered and information on actions taken are kept separately from the original document;
- 4) that the information system that is supporting the document preparation process for electronic preservation creates in electronic form a logbook of all the events related to the actions taken during document preparation for electronic preservation with the obligation to preserve the logbook during the entire document preservation period.

Trustworthy preparation for electronic preservation within the qualified electronic document preservation service

Article 9

Where the trustworthy preparation for electronic preservation is performed within the qualified electronic document preservation service, document prepared for electronic preservation must be in a format that is suitable for long-term electronic preservation in compliance with this Regulation.

Validation of fidelity to the original document and accuracy of metadata

Article 10

The preparation handler shall additionally perform validation of fidelity and accuracy of metadata of the documents referred to in Article 5, paragraph 1, items 1) through 3) of this Regulation by using the qualified electronic signature of the person that controlled the preparation for trustworthy electronic preservation or by using the qualified electronic seal of the preparation handler, where the data signed and/or sealed shall include as a whole the

statement of fidelity confirmation and metadata accuracy, all parts of the document and metadata associated, and the qualified electronic time stamp shall be associated to the signature and/or seal.

Where confirmation of fidelity to the original document referred to in paragraph 1 of this Article is performed by using the electronic seal, the procedures and measures envisaged in the internal rules, inclusive of the technical solution applied, must be such that the electronic sealing can be performed only of the volition of the person that controlled document preparation for trustworthy electronic preservation.

The qualified electronic signature and/or the qualified electronic seal referred to in paragraph 1 of this Article must be created in compliance with one of the following standards:

- 1) ETSI EN 319 132 “Electronic Signatures and Infrastructures (ESI); XAdES digital signatures” on XAdES-B-LTA or XAdES-E-A level, or
- 2) ETSI EN 319 122 “Electronic Signatures and Infrastructures (ESI); CAAdES digital signatures” on CAAdES-B-LTA or CAAdES-E-A level, or
- 3) ETSI EN 319 142 “Electronic Signatures and Infrastructures (ESI); CAAdES digital signatures” on PAdES-B-LTA or PAdES-E-LTV level.

Metadata association method to the document

Article 11

The preparation handler shall be obliged to determine in more detail in the internal rules the metadata referred to in Articles 6 through 9 of this Regulation and the association method thereof to the documents referred to in Article 5, paragraph 1, items 1) through 3) of this Regulation, the form of statement on fidelity and metadata accuracy validation referred to in Article 10, paragraph 1 of this Regulation, as well as the manner in which the statement of fidelity and metadata accuracy validation, all the digitalized parts of the document and the associated metadata are technically creating data that is to be signed or sealed using the qualified electronic signature and/or qualified electronic seal.

Records on actions taken in the preparation procedure for trustworthy electronic preservation

Article 12

The preparation handler shall be obliged to maintain the records on actions taken during the preparation procedure for trustworthy electronic preservation, which shall include:

- 1) information on the person that controlled the document preparation for electronic preservation, including any fidelity control of the digitalized converted document to the original one, as well as on other persons that took actions during the document preparation procedure for trustworthy electronic preservation, where the preparation handler shall remain

obliged to provide conditions for lawful personal data processing;

- 2) date, time and place of the action taken;
- 3) particulars on the document to which the action related;
- 4) the type of the action.

Document formats suitable for long-term preservation

Article 13

Document format suitable for long-term preservation of documents that include text and images shall be:

- 1) PDF/A in compliance with ISO 19005 standard “Electronic document file format for long-term preservation”;

Document format suitable for long-term electronic preservation of pure text shall be:

- 1) UTF-8 in compliance with ISO 10646 standard “Information technology – Universal Coded Character Set (UCS)”.

Document formats suitable for long-term preservation for documents presenting images shall be:

- 1) TIFF in compliance with ISO 12639:2004 standard “Prepress digital data exchange – Tag image file format for image technology (TIFF/IT)”;
- 2) JPEG in compliance with ISO 10918-1:1994 standard “Digital compression and coding of continuous-tone still images: Requirements and guidelines”;
- 3) PNG in compliance with ISO 15948:2004 standard “Information technology – Computer graphics and image processing – Portable Network Graphics (PNG): Functional specification”;
- 4) JPEG2000 in compliance with ISO/IEC 15444-1 standard “Information technology – JPEG 2000 image coding system: Core coding system”;
- 5) SVG in compliance with W3C “Scalable Vector Graphics (SVG) 1.1 (Second Edition)” standard.

Document format suitable for long-term preservation of geodetic, construction and other design documentation that includes technical drawings shall be:

- 1) PDF/E in compliance with ISO 24517-1 standard “Document Management – Engineering document format using PDF”.

The binary document format that represents a sequence of binary octets can be suitable

for long-term preservation providing that:

- 1) the document in the binary format is not the result of digitalisation or conversion performed during document preparation for electronic preservation;
- 2) the document with identical contents shall be considered to be only the document with identical binary contents i.e. the one that is representing an identical sequence of binary octets.

In addition to the formats referred to in this Article, the Ministry of Interior may, in the procedures that they conduct, use other document formats suitable for long-term document preservation that comprise text and images.

Entry into force

Article 14

This Regulation shall enter into force on the eighth day from the date of its publication in the Official Gazette of the Republic of Serbia.

05 number 110-10492/2018

In Belgrade, on November 8, 2018

The Government

The Prime Minister,

Ana Brnabić, own signature