**ANNEX 8: REQUIREMENTS TO BE MET BY EACH FUNCTIONAL TYPE OF SOFTWARE**

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| --- | --- |
| **MARK** | **NAME OF FUNCTIONAL TYPE OF SOFTWARE OR ADDITIONAL FUNCTIONALITY** |
| Functional type 1 (FT1) | capture in digital form |
| Functional type 2 (FT2) | conversion |
| Functional type 3 (FT3) | keeping a register of records (without classification based on a classification system), |
| Additional functionality 1 (DF1) | search, retrieval and display |
| Additional functionality 2 (DF2) | management of the record classification scheme |
| Functional type 4 (FT4) | support for the process of managing the records in digital form |
| Additional functionality 3 (DF3) | email and e-signature |
| Functional type 5 (FT5) | support for requests concerning the official register |

**Footnote:**

* FT - functional type
* DF - additional functionality means that it cannot be certified independently, but only in combination with software functional types
* If in the table below in the column "Functional type (article name)" is marked \*\*, these requirements do not need to be checked, since the subject of certification is worldwide distributed software.

| **Functional type** | **Article** | **FT1** | **FT2** | **FT3** | **DF1** | **DF2** | **FT4** | **DF3** | **FT5** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| types and functional types of software | **106** | √ | √ | √ | √ | √ | √ | √ | √ |
| software data | **107** | √ | √ | √ | √ | √ | √ | √ | √ |
| change management process and system\*\* | **108** | √ | √ | √ | √ | √ | √ | √ | √ |
| software specification \*\* | **109** | √ | √ | √ | √ | √ | √ | √ | √ |
| Instructions for installing software in the environment for regular use | **110** | √ | √ | √ | √ | √ | √ | √ | √ |
| user documentation | **111** | √ | √ | √ | √ | √ | √ | √ | √ |
| software testing \*\* | **112** | √ | √ | √ | √ | √ | √ | √ | √ |
| management of the records classification scheme | **113** |  |  |  |  | √ | √ |  |  |
| use of the record classification plan | **114** |  |  |  |  | √ | √ |  |  |
| support for the record classification scheme hierarchy | **115** |  |  |  |  | √ | √ |  |  |
| support for the record classification scheme import | **116** |  |  |  |  | √ | √ |  |  |
| support for metadata import | **117** |  |  |  |  | √ | √ |  |  |
| export of the record classification scheme | **118** |  |  |  |  | √ | √ |  |  |
| capture, maintenance and display of metadata | **119** |  |  |  |  |  | √ |  |  |
| automatic hierarchical code assignment | **120** |  |  |  |  |  | √ |  |  |
| designation of classes and files | **121** |  |  |  |  |  | √ |  |  |
| preservation of metadata on dates | **122** |  |  |  |  |  | √ |  |  |
| automatic integration of inherited characteristics | **123** |  |  |  |  |  | √ |  |  |
| restriction of number of classes, files or other aggregations | **124** |  |  |  |  |  | √ |  |  |
| reallocation of codes to relocated classes | **125** |  |  |  |  | √ | √ |  |  |
| correct assignment of documents to files or aggregations during relocation | **126** |  |  |  |  | √ | √ |  |  |
| reason for class relocation entry | **127** |  |  |  |  | √ | √ |  |  |
| audit trail when relocating a class, file or record | **128** |  |  |  |  | √ | √ |  |  |
| prevention of class deletion | **129** |  |  |  |  | √ | √ |  |  |
| managing access permits | **130** |  |  | √ | √ | √ | √ |  | √ |
| tagging inactive users | **131** |  |  | √ | √ | √ | √ |  | √ |
| system functions setting | **132** |  |  | √ | √ | √ | √ |  | √ |
| considering access rights | **133** |  |  | √ | √ | √ | √ |  | √ |
| maintenance of audit trails inalterability | **134** | √ | √ | √ |  | √ | √ |  | √ |
| automatic audit trail setting | **135** | √ | √ | √ |  | √ | √ |  | √ |
| accessibility of data contained in audit trails on request | **136** | √ | √ | √ |  | √ | √ |  | √ |
| export of audit trail data | **137** | √ | √ | √ |  | √ | √ |  | √ |
| information about the location and relocation of files and records in physical form | **138** |  |  | √ |  |  | √ |  |  |
| electronic signature and time stamp validity verification | **139** |  |  |  |  |  |  | √ |  |
| defining record confidentiality types | **140** |  |  | √ |  |  | √ |  | √ |
| retention periods | **141** |  |  | √ |  | √ | √ |  |  |
| import and export of retention periods | **142** |  |  | √ |  | √ | √ |  |  |
| retention period for selection and elimination | **143** |  |  | √ |  | √ | √ |  |  |
| review procedure support | **144** |  |  | √ |  | √ | √ |  | √ |
| transfer or export of content to another system or organization | **145** |  |  | √ |  | √ | √ |  |  |
| transfer or export content to another system or organization | **146** | √ |  | √ |  |  | √ |  | √ |
| transfer of selected records units to another system or organization | **147** |  |  | √ |  |  | √ |  | √ |
| preservation of metadata during transfer | **148** |  |  | √ |  |  | √ |  | √ |
| preservation of metadata after the destruction of classes or records units | **149** |  |  | √ |  |  | √ |  | √ |
| provision of control and functionality | **150** |  |  |  |  |  | √ |  |  |
| capture of parts of records units | **151** | √ |  |  |  |  | √ |  |  |
| capture of records unit metadata | **152** | √ |  |  |  |  | √ |  |  |
| limiting the option of changing the title of a records unit | **153** |  |  | √ |  |  | √ |  |  |
| automatic metadata capture during bulk imports | **154** | √ |  |  |  |  | √ |  | √ |
| verification of capture and validity of metadata in bulk imports | **155** | √ |  |  |  |  | √ |  | √ |
| import of audit trails in bulk imports | **156** |  |  |  |  |  | √ |  | √ |
| capture of e-mail | **157** |  |  |  |  |  |  | √ |  |
| restriction of search and retrieval | **158** |  |  |  | √ |  | √ |  | √ |
| search and retrieval | **159** |  |  |  | √ |  | √ |  | √ |
| printing the content of records units | **160** |  |  | √ | √ |  | √ |  | √ |
| printing the records classification scheme and retention periods | **161** |  |  |  | √ |  | √ |  |  |
| generating reports | **162** |  | √ | √ | √ | √ | √ |  | √ |
| generating audit trail reports | **163** | √ |  | √ |  | √ | √ |  | √ |
| configuration option to flag and delete records units | **164** |  |  | √ |  |  | √ |  | √ |
| modification of metadata | **165** | √ |  | √ |  |  | √ |  | √ |
| restrictions on metadata | **166** | √ |  | √ |  |  | √ |  | √ |
| metadata formats | **167** | √ |  | √ |  |  | √ |  | √ |
| information on the source of metadata | **168** | √ |  | √ |  |  | √ |  | √ |
| preventing any metadata corrections | **169** | √ | √ | √ |  |  | √ |  | √ |
| enabling conversion of formats | **170** | √ | √ |  |  |  | √ |  |  |
| preservation of metadata during conversion | **171** | √ | √ |  |  |  | √ |  |  |