RECORDS MANAGEMENT AND ARCHIVES

RMA FILE FORMAT POLICY REGISTRY
VERSION 1.0
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This guide pertains to Concordia faculty, staff as well as external parties transferring digital records to Concordia Records Management and Archives (RMA) in the context of the Digital Preservation Strategy. The use of transferred materials by future researchers is ensured by RMA when those materials meet some or all of the following criteria and align with file formats outlined in the *File Format Policy Table* (below):

- Open file format specifications
- Supported by international (ISO) standards
- Wide adoption: flexible and reliable
- Cross-platform support
- Uncompressed or lossless compression

FILE FORMAT POLICY TABLE:
The RMA preservation and access mandate requires a digital preservation approach known as *Format Normalization*. Note that Normalization outcomes are indicated in the *Preservation Format* and *Access Format* columns. *RMA is committed to preserving original formats as initially transferred prior to format normalization attempts.*

Text	Original Format	Preservation Format	Access Format	RMA Level of Support
Preferred:	Portable Document Format (Archival) PDF/A (.pdf)	Original	Original	Full
	Portable Document Format (.pdf)	.pdf/a	Original	Full
	Microsoft Office Open XML Word (.docx)	Original	Original	Full
	OpenDocument Text (.odt)	Original	Original	Full
Acceptable:	Rich Text Format (.rtf)	Original	Original	Watch
	Microsoft Word (.doc)	Original	Original	Watch
	Text File (.txt)	Original	Original	Basic
Slideshow				
Preferred:	Microsoft Office Open XML PowerPoint (.pptx)	Original format	Original format	Full
	OpenDocument Presentation Document (.opd)	Original	Original	Full

Acceptable:	Microsoft Office PowerPoint (.ppt)	Original	Original	Watch
Spreadsheet				
Preferred:	Microsoft Office Open XML Excel (.xlsx)	Original	Original	Full
	OpenDocument Spreadsheet (.ods)	Original	Original	Full
Acceptable:	Microsoft Excel (.xls)	Original	Original	Watch
Image				
Preferred:	Tagged Image File Format (.tiff)	Original	.jpg	Full
	Joint Photographic Experts Group JPEG (.jpg)	.tiff	Original	Full
Acceptable:	Graphics Interchange Format (.gif)	Original	Original	Full
	Portable Network Graphics (.png)	Original	Original	Full
Audio				
Preferred:	Waveform Audio File (.wav)	Original	.mp3	Full
Acceptable:	MPEG-3 audio (.mp3)	.wav (LPCM)	Original	Full
	Free Lossless Audio Codec (.flac)	.wav (LPCM)	.mp3	Full
	Audio Interchange File Format (.aiff)	.wav (LPCM)	.mp3	Watch
Video				
Preferred:	MPEG-4 container H264 codec (.mp4)	Matroska Multimedia Container (.mkv) FFv1 / LCPM	MPEG-4 container (.mp4) H264/AAC	Full
Acceptable:	Audio Video Interleave (.avi)	Matroska Multimedia Container (.mkv) FFv1 / LCPM	MPEG-4 container (.mp4) H264/AAC	Full
	QuickTime (.mov)	Matroska Multimedia Container (.mkv) FFv1 / LCPM	MPEG-4 container (.mp4) H264/AAC	Full

For information on formats not included in this table please contact archives@concordia.ca

For more information on the Levels of Support offered by *RMA Levels of Support* please **follow this link.**