

RMA FILE FORMAT POLICY REGISTRY LEVELS of SUPPORT

FULL SUPPORT:

Full Support is the highest level of support provided by RMA. Formats that benefit from Full Support are often widely adopted and have an open specification. The following assurances accompany Full Support:

- Reliable and secure transfer
- Secure back-ups in two separate locations
- Preservation metadata capture upon transfer, to support accessibility, provenance, and long-term management
- Normalization into preservation format (when possible)
- Regular fixity checks, to ensure ongoing file integrity
- Strategic format monitoring*
- Online archival description available via [Concordia's AtoM page](#)*

WATCH SUPPORT:

File formats that comply with Watch Support require careful monitoring. These formats have a greater likelihood of becoming obsolete due to their proprietary nature. Watch Support provides the same assurances as Full Support, with closer monitoring:

- Reliable and secure transfer
- Secure back-ups in two separate locations
- Preservation metadata capture upon transfer, to support accessibility, provenance, and long-term management
- Normalization into preservation format (when possible)
- Regular fixity checks, to ensure ongoing file integrity
- Strategic format monitoring*
- Online archival description available via [Concordia's AtoM page](#)*

BASIC SUPPORT:

File formats that comply with Basic Support require the preservation of bit-streams: the 1s and 0s that compose files. These formats are less common, proprietary, and may already be obsolete. The following assurances accompany Basic Support:

- Reliable and secure transfer
- Secure back-ups in two separate locations
- Preservation metadata capture upon transfer, to support accessibility, provenance, and long-term management
- Regular fixity checks to ensure ongoing file integrity
- Online archival description available via [Concordia's AtoM page](#)*

* Indicates a digital preservation measure to be implemented in future.