



Transfer Guidance Revision 2014

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Overview

- Goals
- Scope in relation to Lifecycle
- Categories
- Mapping from Old to New
- Major Changes
- Challenges and Coming Initiatives

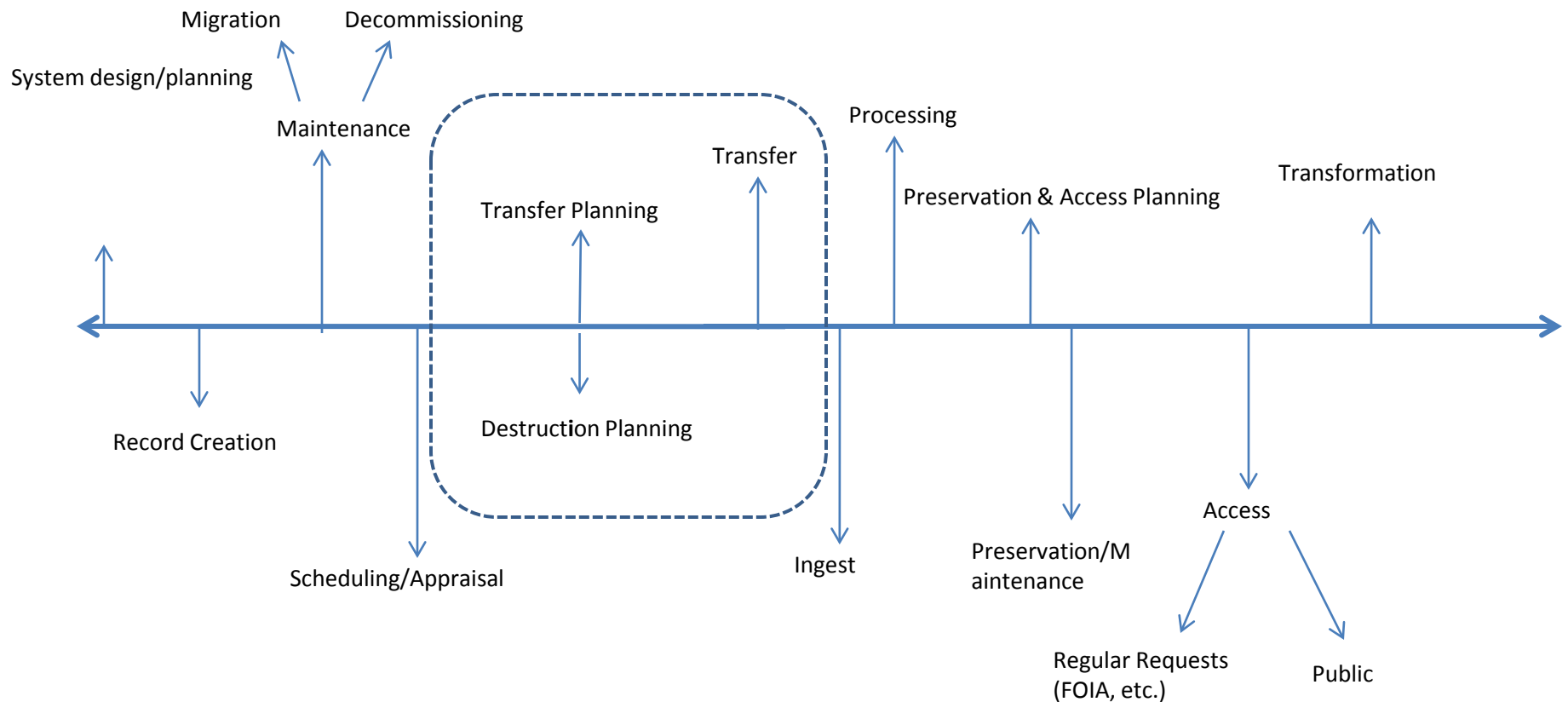
Goals for revised guidance:

- Develop a flexible and extensible framework that can adapt to future needs.
- Balance preference for open, standards based formats with the business needs of agencies.
- Expand the types of formats that NARA accepts.
- Minimize the need for agencies to transform records prior to transfer.

Released January 2014

- NARA Bulletin 2014-04
- <http://www.archives.gov/records-mgmt/bulletins/2014/2014-04.html>
- Appendix A, Tables of File Formats
- <http://www.archives.gov/records-mgmt/policy/transfer-guidance-tables.html>

Electronic Records Lifecycle

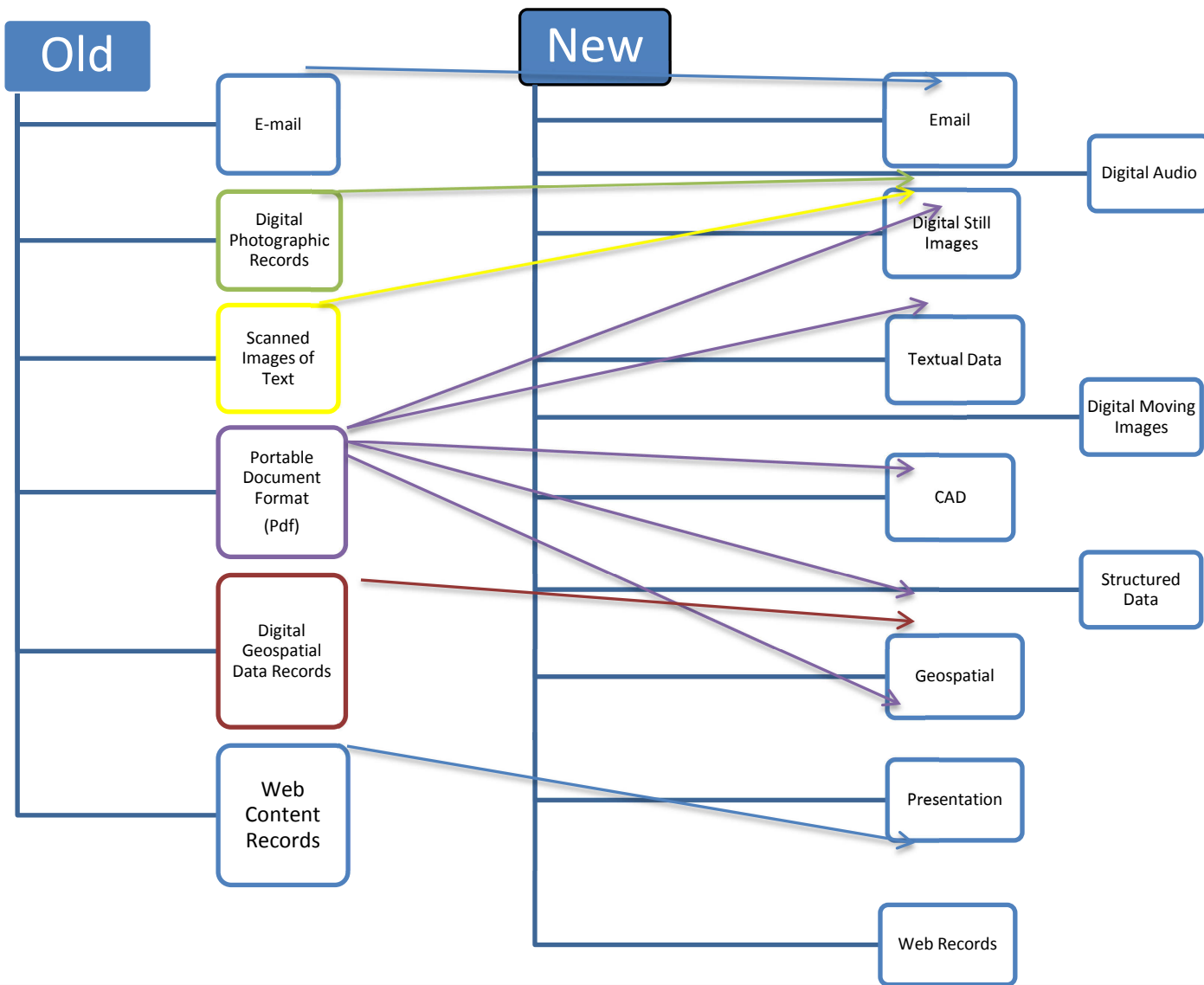


A Change in Approach

- We identified formats that are:
 - Preferred
 - Acceptable
 - Acceptable for Imminent Transfer (to sunset previously acceptable formats)

Categories of E-records

- Digital Still Images
- Digital Moving Images
- Digital Audio
- Text
- Geospatial Records
- CAD
- Structured Data
- E-mail
- Web & Social Media



Major Changes

- Discourages altering or transforming records prior to transfer.
- The old 'twenty questions' technical questionnaires have been retired .
- Formats are categorized by genre.
- PDF has been identified in the different categories where it is an appropriate format rather than existing as a stand-alone category for scanned text.

The Current Role of PDF

- A flexible container for lots of content types:
 - Scanned text (PDF/A-1, PDF/A-2)
 - Geospatial (PDF)
 - 2D & 3D CAD (PDF/E, PDF with U3D & PRC)
 - Presentations (PDF/A-1, PDF/A-2)
 - Digital Posters (PDF/A-1)
 - Word Processed Text (PDF, PDF/A-1, PDF/A-2)

Challenges

- Identification (a common file extension for all versions)
- Variation
- Validation (will this file be a problem in the future?)

New Initiatives

- Preforma and VeraPDFa : definitive conformance checking software for PDF/A-1, PDF/A-2 and PDF/A-3 under a permissive open source license (<http://www.preforma-project.eu/successful-proposals.html>)
- PDF 2.0
(http://www.iso.org/iso/catalogue_detail.htm?csnumber=63534)



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