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							ADS -						
Classification	Creation format	Version	Extension	Archive format	Version	Ext.	-	Digital Archiving Protocol	Additional Documenation Co	omments	Access format	Version	Ext.
	Creation format	V C. S. G. I	Extension	7 ii ciiive Tormiae	T C. S.O.I.	LAG	presery reegy decept	Digital villenting Frotoco.	Additional Bocamenation Co	, mineries	/teeess format	7 (1 3 (0))	LACI
								Preserve Creation format. Externally					
								generated elements (e.g. illustrations)					
								should be stored as separate files in					
								formats appropriate to the data type.					
								(Preparing Reports for Deposit	software, version and		Adobe Portable Document		
Text	Microsoft Word		.doc/.docx	Microsoft Word		.docx	Preferred	Guidance)	platform		Format (*)		PDF
l					,						Adobe Portable Document		
	plain text files	n/a	.txt	plain text files	n/a	.txt	Accepted	Preserve Creation format	text encoding		Format (*)		<u> </u>
l	Llumartout Markun			Llunartout Markun					Software used in creation,		Adobe Portable Document		
	Hypertext Markup		.html/htm	Hypertext Markup		.html	Accopted	Preserve Creation format	doctype with HTML schema		Format (*)		
	Language		.num/num	Language		.11(1111	Accepted	Preserve Creation format	Scrienia		Format ()		+
	Macro enabled Microsoft			Macro enabled Microsoft							Adobe Portable Document		
	Word Document OOXML		.docm	Word Document OOXML		.docm	Accepted	Preserve Creation format			Format (*)		
								Preferably convert to .docx files but can			Adobe Portable Document		
	Rich Text Format		.rtf	Rich Text Format		.rtf	Accepted		Software and version		Format (*)		
							·	<u> </u>					
1								It is recommended that where files are					
								created from another format (e.gdoc					
								or .odt) that these are retained and					
								deposited alongside the PDF/A1-A file.					
								Ensure that the file is not secured,					
								includes no javascript, video or audio					
								content or compression and that all					
C	Adaba Dadabla Daaraa							fonts and images are correctly			Adele Bertelle Bernard		
Structured Texts:	Adobe Portable Document		d£	DDF/A1 A		DDE/A1 A		embedded and that the file is correctly			Adobe Portable Document		DDE
DTP	Format (*)		.pdf	PDF/A1-A		.PDF/A1-A	format	'tagged'.			Format (*)		PDF
								Adobe InDesign is not a recognized file					
1								format and must be converted to					
						.PDF/A1-A		PDF/A1-A or SVG. Should creators wish			Adobe Portable Document		
	Adobe InDesign		.ind/.indd	PDF/A1-A or .SVG		or .SVG	format	to keep a copy, this must be recorded.			Format (*)		PDF
			.,	,									
1									A data dictionary i.e. a list				
1									of all tables and their				
									fields, including the data				
									types and field sizes for		Adobe Portable Document		
									text fields, relationships		Format (*) reports or a frozen		
									between tables.		copy of the database w/ stage		
								•	Row counts for each		attached and a process of how		
Structured Data:						.csv, .tab or		and document structure, but ADS does			the frozen version can be		
Databases	Microsoft Access		.mdb/.Axxdb	.csv, .tab or .xml		.xml	Preferred	accept mdb files.	available.		updated if appropriate	1	-
1													
1									A data dictionary i.e. a list				
									of all tables and their				
									fields, including the data				
									types and field sizes for		Adobe Portable Document		
									text fields, relationships		Format (*) reports or a frozen		
									between tables.		copy of the database w/ stage		
								Preferably convert to csv or tab files	Row counts for each		attached and a process of how		
	00					.csv, .tab or	Darfers 1	and document structure, but ADS does			the frozen version can be		
	OpenDocument Database		.odb	.csv, .tab or .xml		.xml	Preferred	accept odb files.	available.		updated if appropriate	 	
											Adobe Portable Document		
											Format (*) reports or a frozen		
									Delimiters and a referen		copy of the database w/ stage		
1	Microsoft COL Comican October					con tobar			Delimiters and qualifiers		attached and a process of how		
	Microsoft SQL Server Query		cal	cou tab or yml		.csv, .tab or		Convert to say tables and	are required. Metadata		the frozen version can be		
I	File		.sql	.csv, .tab or .xml		.xml	Preferred	Convert to .csv, .tab or .xml	template available		updated if appropriate		

							ADS -						
lassification	Creation format	Version	Extension	Archive format	Version	Ext.	prefer/recg/accept	Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
									A data dictionary i.e. a list				
									of all tables and their				
									fields, including the data				
								It is preferable to convert a dbase file to	types and field sizes for		Adobe Portable Document		
								a more suitable format because	text fields, relationships		Format (*) reports or a frozen		
								although the format has potential for	between tables.		copy of the database w/ stage		
								long-term storage, due to variations on	Row counts for each		attached and a process of how		
						.csv, .tab or		the standard, it is important to know	table. Metadata template		the frozen version can be		
	dBase		.dbf	.csv, .tab or .xml		.xml	Preferred	exactly how the file has been created.	available		updated if appropriate		
											Adobe Portable Document		
											Format (*) reports or a frozen		
											copy of the database w/ stage		
									delimiters and qualifiers.		attached and a process of how		
						.tab, .csv, or			Metadata template		the frozen version can be		
	dBASE Text Memo		.dbt	.csv, .tab or .xml		.tab	Preferred	Convert to .csv, .tab or .xml	available		updated if appropriate		
							Recognised archival						
	Intrasis		SQL Server Database	SQL Server Database		.mdf	format	Preserve Creation Format			We freeze Intrasis at each stage		
							Recognised archival		Metadata template		Keep frozen copy for each stage		
	Intrasis Esri Shape files		.shp	Esri Shape files		.shp	format	Preserve Creation Format	available		if appropriate		
			<u> </u>	'		.shp, .shx,					<u> </u>		\top
						.dbf, .sbn							
						and .sbx,							
						.fbn and							
	ECDI Chanofila / cha. chy			ECDI Chanofila / chachy									
	ESRI Shapefile (.shp, .shx,			ESRI Shapefile (.shp, .shx,		.fbx, .ain							
S. Coo referenced	.dbf, .sbn and .sbx, .fbn and		.shp, .shx, .dbf, .sbn and .sbx,	.dbf, .sbn and .sbx, .fbn		and .aih,	Drafarrad		Matadata tamplata		Koon frazon convitor coch store		
	.fbx, .ain and .aih, .prj and		1	and .fbx, .ain and .aih,		.prj and	Preferred	Danner Caratian Farmet	Metadata template		Keep frozen copy for each stage		
ctor	.xml)		and .xml	.prj and .xml)		.xml	(SHP+SHX+DBF)	Preserve Creation Format	available		if appropriate		+
				Geographic Markup									
	Geographic Markup			Language (.gml),									
	Language (.gml), preferred			preferred over MapInfo									
	over MapInfo Interchange			Interchange Format (.mif		.gml .mif			Metadata template		Keep frozen copy for each stage		
	Format (.mif & .mid)		.gml .mif and .mid	& .mid)			Preferred (GML)	Preserve Creation Format	available		if appropriate		
	MapInfo Interchange			MapInfo Interchange		.mif and			Metadata template		Keep frozen copy for each stage		
	Format (.mif & .mid)		.mif and .mid	Format (.mif & .mid)		.mid	Accepted	Preserve Creation Format	available		if appropriate		
	Spatial Data transfer			Spatial Data transfer					Metadata template		Keep frozen copy for each stage		
	standard (.ddf)		.ddf	standard (.ddf)		.ddf	Accepted	Preserve Creation Format	available		if appropriate		
	Vector product Format			Vector product Format					Metadata template		Keep frozen copy for each stage		
	(.vpf)		.vpf	(.vpf)		.vpf	Accepted	Preserve Creation Format	available		if appropriate		
				ArcInfo Interchange			Recognised archival		Metadata template		Keep frozen copy for each stage		
	ArcInfo Interchange (.e00)		.e00	(.e00)		.e00	format	Preserve Creation Format	available		if appropriate		
	Keyhole Markup Language			Keyhole Markup			Recognised archival		Metadata template		Keep frozen copy for each stage		
	(KML)		.kml	Language (KML)		.kml	format	Preserve Creation Format	available		if appropriate		
	National Transfer Format			National Transfer Format	+		Recognised archival		Metadata template		Keep frozen copy for each stage		+
	(NTF)		.ntf	(NTF)		.ntf	format	Preserve Creation Format	available		if appropriate		
	Geo-referenced TIF	 	1	Geo-referenced TIF								 	+
	Image/GeoTIFF .tif			Image/GeoTIFF .tif		.rrd, .aux			Metadata template		Keep frozen copy for each stage		
s: Geo-reierenced ister	(.rrd,.aux .xml)		.rrd, .aux and .xml	(.rrd,.aux .xml)			Proformed (TIELTENA)	Preserve Creation Format	available		if appropriate		
3151	(.iru,.dux .xiiii)		.iru, .dux dilu .xiiii	(.iiu,.aux .xiiii)		and .xml	rielelleu (IIF+IFW)	FIESELVE CIEGUOTI FOITIIGU				-	+
	ECDI CDID		adf and and				At	Dunnanua Cunntinu Francet	Metadata template		Keep frozen copy for each stage		
	ESRI GRID .grd		.adf, .asc, .grd			.grd	Accepted	Preserve Creation Format	available		if appropriate		+-
	JPG World .jpg & jgw					.rrd, .aux	Recognised archival		Metadata template		Keep frozen copy for each stage		
	(.rrd,.aux,.xml)	I	.rrd, .aux and .xml			and .xml	format	Preserve Creation Format	available		if appropriate	Ī	

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Classification	Creation format	Version	Extension	Archive format	Version	Ext.	ADS - prefer/recg/accept	Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
								As a documented and open standard,					
								.xlsx is in theory suitable for long-term					
								preservation although embedded					
								content should be stored separately.					
								The final file is essentially a zipped					
								archive and may also be best to store the content in an uncompressed					
								format. As with all spreadsheet data,					
								the ability to migrate to a plain text					
Data Sets:								format should be considered for	Metadata template		Adobe Portable Document		
Spreadsheets	Microsoft Excel		.xlsx	Delimited Text		.csv, or .tab		maximum accessibility.	available		Format (*)		
									Metadata template		Adobe Portable Document		
	Comma Separated Value		.CSV	Comma Separated Value		.CSV	Preferred	Preserve Creation Format	available		Format (*)		
									Metadata template		Adobe Portable Document		
	Tab Separated Value		.tab	Tab Separated Value		.tab	Preferred	Preserve Creation Format	available		Format (*)		
									6 () ()				
									•Source(s) of the data,				
									collection methodology • Purpose of data				
									• Details of tables and				
									samples (columns)				
									•Number of rows				
									•Type and scale of				
									variables				
									•Full description of any				
									coding used				
									 Analyses performed on 				
	Statistical Analysis System			_ , , , , _ ,				Convert to Delimited Text (.csv, or	data		Adobe Portable Document		
Data Sets: Statistics	catalogue/data		.sas	Delimited Text		.csv, or .tab	Accepted	.tab,) but .sas is accepted by the ADS			Format (*)		
Data Sets:	Geoarchaeology Data File		Geoarchaeology Data File	Geoarchaeology Data							Adobe Portable Document		
Geoarchaeology	(Tagged ASCII)		(Tagged ASCII)	File (Tagged ASCII)		.DAT		Preserve as Creation format			Format (*)		
	(100 - 1 - 7		(-00	. (1861 11)									
Data Sets:								Convert to Delimited Text (.csv, or	Metadata template		Adobe Portable Document		
Palynology	Pollen diagram data (Tilia)			Delimited Text		.csv, or .tab	Preferred	.tab,) but .sas is accepted by the ADS	available		Format (*)		
								Convert to Tiff, Medium term (if					
Data Sets:					Version 6.0			required); store original (will be	Metadata template		Adobe Portable Document		
Technology	SEM Spectra Data			TIFF	uncompressed	.tif	Preferred	distroyed by obsoletion)	available		Format (*)		
								XRD machinery creates industry					
								standard RAW files. Currently the only					
								way to archive these is as conversion to					
1								PDF/A1-A. Medium term (if required);					
	XRD Spectra Data saved as							store original (will be distroyed by			Adobe Portable Document		
	industry standard RAW file			PDF/A1-A		.PDF/A1-A	format	obsoletion)		not archived	Format (*)		PDF
	,							,					
				XRF Spectra Data saved				Convert to delimited text, required					
				as Comma Separated				images can be saved as Tiff. Medium					
				Value, required images				term (if required); store original (will be			Adobe Portable Document		
	XRF Spectra Data			can be saved as tiff		.CSV / .Tiff	format	distroyed by obsoletion)	available		Format (*)		
								FTIR machinery creates industry					
								standard RAW files. Currently the only					
								way to archive these is as conversion to					
								PDF/A1-A. Medium term (if required);					
								store original (will be distroyed by			Adobe Portable Document		
	FTIR		1	PDF/A1-A		.PDF/A1-A	format	obsoletion)			Format (*)		

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lassification	Creation format	Version	Extension	Archive format	Version	Ext.		Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
									AutoCAD/DXF version,				
									significance of				
									conventions (layers,				
									colours, linetypes, hatch				
									• • • • • • • • • • • • • • • • • • • •				
								project may require active migration to new versions. CSVs created are part of	relationship to other files				
Data Sets:	TST data (not created as							this process are copies to help view	(databases, object		Adobe Portable Document		
	'		CCI	AutoCAD Drawing File (*)		DWG							
Topographic Survey	part of an Intrasis project)		.GSI	AutoCAD Drawing File (*)		.DWG	Preferred	data and do not need to be kept.	libraries, etc.)		Format (*)		
								Processed through Intrasis and output					
								as a .shp file. CSVs created are part of					
	TST data (created as part of								Metadata template		Adobe Portable Document		
	an Intrasis project)		.GSI	shp file		.shp			available		Format (*)		
	an incrasis projecti		.031	STIP THE		.srip	Freieneu	data and do not need to be kept.	available		Torrilat ()		
					Version 6.0				Metadata template	Minimum IJG quality			
Raster Graphics	TIFF		tif	TIFF	uncompressed	.tif	Preferred			setting of 75	JPEG File Interchange Format		.jpg
													1760
į					Version 6.0		1		Metadata template	Minimum IJG quality			
İ	Photo CD Image		.pcd	TIFF	uncompressed	.tif	Preferred		· · · · · · · · · · · · · · · · · · ·	setting of 75	JPEG File Interchange Format		.jpg
										8			71-0
1					Version 6.0				Metadata template	Minimum IJG quality			
	Xrays		.raw	TIFF	uncompressed	.tif	Preferred			setting of 75	JPEG File Interchange Format		.jpg
					р						, , , , , , , , , , , , , , , , , , ,		JF 0
								Convert to Tiff. Copies of a file can be					
					Version 6.0			stored in the PSD format so that future	Metadata template	Jpg: Minimum IJG quality	JPEG File Interchange Format or		.jpg/
	Adobe Photoshop	no version	.psd	TIFF	uncompressed	.tif		editing, but should be archived as tiff		setting of 75	PDF		PDF
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, , , , , , , , , , , , , , , , , , ,			3,		5 · · ·			
								DO NOT USE FOR PRIMARY DATA.					
								Convert to Tiff. Where compression is					
								required, data creators are advised to					
	Joint Photographic Expert				Version 6.0				Metadata template	Minimum IJG quality			
	Group format		.jpg	TIFF	uncompressed	.tif		compression.	· · · · · · · · · · · · · · · · · · ·	setting of 75	JPEG File Interchange Format		.jpg
	or out rormat		סאני		acop. cooca			остр. соотет	avanasie	50ttill g 01 7 5	or 20 me miter on ange i om at		-386
					Version 6.0				Metadata template	Minimum IJG quality			
	RAW	N/A	N/A	TIFF	uncompressed	.tif	Preferred	Convert to Tiff		setting of 75	JPEG File Interchange Format		.jpg
								BMP has limited options for embedding					1760
					Version 6.0			metadata. Do not use. For Backlog -	Metadata template				
	Windows Bitmap	5.0	.bmp	TIFF	uncompressed	.tif	Preferred		available		Windows Bitmap	5.0	.bmp
											1		
					Version 6.0			Do not use for photographs. Convert to	Metadata template				
	Portable Network Graphics	1.2	.png	TIFF	uncompressed	.tif			available		Portable Network Graphics	1.2	.png
	'				'						·		1 0
					Version 6.0				Metadata template	Minimum IJG quality			
	Any RAW image file		.nef, .raw	TIFF	uncompressed	.tif	Preferred	Convert to Tiff	·	setting of 75	JPEG File Interchange Format		.jpg
					1				AutoCAD/DXF version,		_		1
	Drawing Interchange File			Drawing Exchange File				project may require active migration to			Adobe Portable Document		
CAD		latest	.dxf	(*)	1	.DXF	Preferred		conventions (layers,		Format (*)		
			1				1		AutoCAD/DVF				
			1				1		AutoCAD/DXF version,				
					1		1		significance of				
			1				1		conventions (layers,				
									colours, linetypes, hatch				
			1				1		styles, symbols, etc.),				
			1						relationship to other files				
					1			project may require active migration to		Purely for publication on	Adobe Portable Document		
	AutoCAD Drawing File (*)	latest	.dwg	AutoCAD Drawing File (*)		.DWG	Preferred	new versions	libraries, etc.)	the Web	Format (*)		.dwf
	1		1		<u> </u>						Scalable Vector Graphics or		
	Scalable Vector Graphics	1.2	.svg	Scalable Vector Graphics			Preferred		Relationship to other documents, caption		Adobe Portable Document Format (*)		.svg/ PDF

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Classification	Creation format	Version	Extension	Archive format	Version	Ext.	prefer/recg/accept	Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
								This format is accepted by the ADS, but					
								it is not an archival format. Where					
								possible files should be created as SVG	Relationship to other		.svg or Adobe Portable		
	Adobe Illustrator (.ai)		.ai	Scalable Vector Graphics		.svg	Preferred	or DWG	documents, caption		Document Format (*)		
	` ,			') ,		
										B			
										Due to the restrictions			
										required to make them			
										largely self-contained,			
										PDF/A1-A may not be			
				PDF/A1-A or scalable		.PDF/A1-A	Recognised archival	This is not an Archival Format. SVG or		suitable for all types of	.svg or Adobe Portable		
	Windows Metafile		.wmf	vector graphics		or .SVG	format	PDF/A1-A should be used instead.		content of Vector images	Document Format (*)		
										Older CDR files (c.version 5)			
				PDF/A1-A or scalable				This is not an Archival Format. SVG or		can not be opened and may			
	Coreldraw Files		.cdr	vector graphics		or .SVG	format	PDF/A1-A should be used instead.		need to be discarded	Document Format (*)		
										Due to the restrictions			
										required to make them			
										largely self-contained,			
	Pollen diagram data									PDF/A1-A may not be			
	Microsoft Windows			PDF/A1-A or scalable			Recognised archival	This is not an Archival Format. SVG or		suitable for all types of	.svg or Adobe Portable		
	Enhanced Metafile	3.0	.emf	vector graphics		or .SVG	format	PDF/A1-A should be used instead.		content of Vector images	Document Format (*)		
							Recognised archival	Where possible create in PDF/A1-A					
Page Description	Portable Document Format		.pdf	PDF/A1-A			format	format			PDF/PDFA		
-								This is not an Archival Format. SVG or					
								PDF/A1-A should be used instead.					
								Medium term (if required); store					
	Encapsulated PostScript File			PDF/A1-A or scalable				original (will be distroyed by			sug or Adoba Bartabla		
											.svg or Adobe Portable Document Format (*)		
	Format	2.0	.eps	vector graphics			format	obsoletion)			Document Format (*)		-
								This is not an Archival Format. SVG or					
								PDF/A1-A should be used instead.					
								Medium term (if required); store					
				PDF/A1-A or scalable			Recognised archival	original (will be distroyed by			.svg or Adobe Portable		
	PostScript	3.1	.ps	vector graphics			format	obsoletion)			Document Format (*)		
									 Name and version of 				
									video codec, video				
									dimension (in pixels),				
									frame rate (fps) and bit		1		1
									rate.				1
									Name and version of				1
									audio codec - sample		1		
									frequency, bit-rate &		1		1
									channel information.		1		
									Length (hours, minutes,				1
									seconds) of file and size.				1
									Copyright clearances				
									where required (e.g. oral		1		1
									history).				1
									Caption and short				1
									description for each movie		1		
L	MPEG-1 Video Format		.MPG	MDEC 4 Vid 5 - · · · ·		MDC	Dueferned	Dunnanua Cunntinu Francet			1		1
			LIVIPU	MPEG-1 Video Format	1	.MPG	Preferred	Preserve Creation Format	file.	I		1	1

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lassification	Creation format	Version	Extension	Archive format	Version	Ext.	prefer/recg/accept	Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
									•Name and version of				
									video codec, video				
									dimension (in pixels),				
									frame rate (fps) and bit				
									rate.				
									Name and version of				
									audio codec - sample				
									frequency, bit-rate & channel information.				
									•Length (hours, minutes,				
									seconds) of file and size.				
									Copyright clearances				
									where required (e.g. oral				
									history).				
									Caption and short				
							S ()		description for each movie				
	MPEG 2		.MPG	MPEG 2 Video Format		.MPG	Preferred	Preserve Creation Format	file.				
I													
									 Name and version of 				
									video codec, video				
									dimension (in pixels),				
									frame rate (fps) and bit rate.				
									Name and version of				
									audio codec - sample				
									frequency, bit-rate &				
									channel information.				
									Length (hours, minutes,				
									seconds) of file and size.				
									Copyright clearances				
									where required (e.g. oral history).				
									Caption and short				
								although a higher quality MPEG format					
	MPEG-4 Media File		.mp4						file.				
									· Bit rate (kbps) and				
									sampling frequency range				
									(KHz) if applicable. NOTE:				
									mp3 and ogg both have the				
									option of variable bit rate				
									compression				
									· Codec used (where				
									appropriate) and				
									documentation of				
									conversion process				
									Length of recording (mins and secs)				
									· Copyright clearances				
									(very important for audio				
									files, especially oral				
									history)				
									· Transcriptions of				
									interviews etc (where				
	Waveform Audio		.wav	Waveform Audio		.wav	Preferred	Preserve Creation Format	appropriate)		1		

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Classification	Creation format	Version	Extension	Archive format	Version	Ext.	prefer/recg/accept	Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
								Do not use, create Waveform Audio	· Bit rate (kbps) and sampling frequency range (KHz) if applicable. NOTE: mp3 and ogg both have the option of variable bit rate compression · Codec used (where appropriate) and documentation of conversion process · Length of recording (mins and secs) · Copyright clearances (very important for audio files, especially oral history) · Transcriptions of interviews etc (where	Suitable for dissemination			
	MPEG 1/2 Audio Layer 3		.mp3	Waveform Audio		.wav		instead	appropriate)	but not for preservation			
3D modelling	SketchUp Document		.skp					Sketch Up produce 3D models which are then converted with Autodesk 3D studio file to make films. If it is required to preserve the functions of the Sketch Up Document they can be converted to AutoCAD. This should be identified in the DMP		RADF: Yes but further work required to finalise preferred and accepted formats. All files should be accompanied by a high- resolution pdf copy	PDF/PDFA		
	Autodesk 3D studio file		.3ds					These should be preserved as Videos			PDF/PDFA		
Other	Powerpoint Presentations		.ppt	Not for archiving				Not for archiving			.svg or Adobe Portable Document Format (*)		