

AGENCY CERTIFICATION OF COMPLIANCE WITH NARA TRANSFER REQUIREMENTS

Portable Document Format (PDF)

Please respond to the following questions by checking "Yes" or "No". For each questions where a "No" response is indicated, please respond to the additional questions explaining how the questions is handled in your agency. Upon complete, please sign and submit to NARA with the completed notification forms for permanent records that are not maintain in an electronic format.

Record Series/System:	
1. Do the PDF records comply with PDF versions 1.0 through 1.4?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, specify version?	
2. Are all PDF security settings deactivated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, can security settings be deactivated for documents created after April 1, 2004)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
b. If no, please describe the security setting:	
3. Are all referenced fonts embedded within the PDF files?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, can the agency embed the required fonts prior to transfer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Are the PDF records created from scanned images?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please attach a completed Agency Review form for scanned images of textual records.</i>	
5. Do the PDF records contain embedded files (e.g., attached word processing files) or form data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. If yes, will this information be captured and transferred to NARA separately from the PDFs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If no, please describe formats, volume:	
b. If no, are keyed form data contained with the PDF records? Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Are there finding aids and other relevant technical documentation associated with the records that can be transferred to NARA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Are there provisions for assuring the integrity and continued usability of the electronic records until they are ready for transfer to NARA?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Designated Agency Representative	Date
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