

1 2  **Overview.**

Goals.

Major Changes.

New Categories.

Mapping from Old to New.

Capstone email, structured data, presentations.

Q&A.

3 **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.

Narrow the focus to the point of transfer.

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4 5  **A Change in Approach**

We identified formats that are:

Preferred .

Acceptable.

Acceptable for Imminent Transfer (to sunset previously acceptable formats).

- Developed a way to keep things current.

– Split the guidance in to 2 pieces:

A bulletin that describes scope, authority, general requirements, and contact information.

An appendix that includes tables listing formats by category.

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6 **Major Changes**

PDF is no longer a stand alone guidance category.

Simplified and streamlined “quality” requirements.

“20 questions” forms are no longer required.

We ask agencies that are maintaining permanent records in formats that are NOT in our guidance to contact the appropriate custodial Unit.

7 **New Categories**

Digital Still Images (digital photos, scanned text, digital posters).

Digital Moving Images (digital cinema, digital video).

Digital Audio.

Text .

Geospatial Records.

CAD .

Structured Data.

E-mail.

Web & Social Media.

8 9 **New Categories**

Textual data identifies word processing formats.

CAD for architectural data.

Digital moving images.

Digital audio.

Structured data.

Presentations.

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- 10  **Capstone Email**
 - Aggregation formats such as PST and MBOX are acceptable for transferring capstone accounts.
 - Individual emails can be transferred as EML, MBOX, MSG, or XML.
 - Language was molded to allow email to come in other formats such as PDF if that is the best available format.

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- 11  **Structured Data**

Continues support for NARA's current processes.
Expands options for agencies transferring databases (CSV, JSON, XML).
Aligns with the data.gov model.

- 12  **Presentations**

Distinct from image bundles.
Should be formal presentations.

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