Historic England

Classification	Creation format	Version	Extension	Archive format	Version	Ext.	ADS - prefer/recg/accept	Digital Archiving Protocol	Additional Documenation	Comments	Access format	Version	Ext.
Text	Microsoft Word		.doc/.docx	Microsoft Word		.docx	Preferred	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 Guidance*)	software, version and platform		Adobe Portable Document Format (*)		PDF
	plain text files	n/a	.txt	plain text files	n/a	.txt	Accepted	Preserve Creation format	text encoding		Adobe Portable Document Format (*)		
	Hypertext Markup Language		.html/htm	Hypertext Markup Language		.html	Accepted	Preserve Creation format	Software used in creation, doctype with HTML schema		Adobe Portable Document Format (*)		
	Macro enabled Microsoft Word Document OOXML		.docm	Macro enabled Microsoft Word Document OOXML		.docm	Accepted	Preserve Creation format			Adobe Portable Document Format (*)		
	Rich Text Format		.rtf	Rich Text Format		.rtf	Accepted	Preferably convert to .docx files but can preserve creation format	Software and version		Adobe Portable Document Format (*)		
Structured Texts: DTP	Adobe Portable Document Format (*)		.pdf	PDF/A1-A		.PDF/A1-A	Recognised archival format	It is recommended that where files are created from another format (e.g. .doc 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 fonts and images are correctly embedded and that the file is correctly 'tagged'.			Adobe Portable Document Format (*)		PDF
	Adobe InDesign		.ind/.indd	PDF/A1-A or .SVG		.PDF/A1-A or .SVG	Recognised archival format	Adobe InDesign is not a recognized file format and must be converted to PDF/A1-A or SVG. Should creators wish to keep a copy, this must be recorded.			Adobe Portable Document Format (*)		PDF
Structured Data: Databases	Microsoft Access		.mdb/.Axxdb	.csv, .tab or .xml		.csv, .tab or .xml	Preferred	Preferably convert to csv or tab files and document structure, but ADS does accept mdb files.	A data dictionary i.e. a list of all tables and their fields, including the data types and field sizes for text fields, relationships between tables. Row counts for each table. Metadata template available.		Adobe Portable Document Format (*) reports or a frozen copy of the database w/ stage attached and a process of how the frozen version can be updated if appropriate		
	OpenDocument Database		.odb	.csv, .tab or .xml		.csv, .tab or .xml	Preferred	Preferably convert to csv or tab files and document structure, but ADS does accept odb files.	A data dictionary i.e. a list of all tables and their fields, including the data types and field sizes for text fields, relationships between tables. Row counts for each table. Metadata template available.		Adobe Portable Document Format (*) reports or a frozen copy of the database w/ stage attached and a process of how the frozen version can be updated if appropriate		
	Microsoft SQL Server Query File		.sql	.csv, .tab or .xml		.csv, .tab or .xml	Preferred	Convert to .csv, .tab or .xml	Delimiters and qualifiers are required. Metadata template available		Adobe Portable Document Format (*) reports or a frozen copy of the database w/ stage attached and a process of how the frozen version can be updated if appropriate		

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	dBase		.dbf	.csv, .tab or .xml		.csv, .tab or .xml	Preferred	It is preferable to convert a dbase file to a more suitable format because although the format has potential for long-term storage, due to variations on the standard, it is important to know exactly how the file has been created.	A data dictionary i.e. a list of all tables and their fields, including the data types and field sizes for text fields, relationships between tables. Row counts for each table. Metadata template available		Adobe Portable Document Format (*) reports or a frozen copy of the database w/ stage attached and a process of how the frozen version can be updated if appropriate		
	dBASE Text Memo		.dbt	.csv, .tab or .xml		.tab, .csv, or .tab	Preferred	Convert to .csv, .tab or .xml	delimiters and qualifiers. Metadata template available		Adobe Portable Document Format (*) reports or a frozen copy of the database w/ stage attached and a process of how the frozen version can be updated if appropriate		
	Intrasis		SQL Server Database	SQL Server Database		.mdf	Recognised archival format	Preserve Creation Format			We freeze Intrasis at each stage		
	Intrasis Esri Shape files		.shp	Esri Shape files		.shp	Recognised archival format	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
GIS: Geo-referenced Vector	ESRI Shapefile (.shp, .shx, .dbf, .sbn and .sbx, .fbn and .fbx, .ain and .aih, .prj and .xml)		.shp, .shx, .dbf, .sbn and .sbx, .fbn and .fbx, .ain and .aih, .prj and .xml	ESRI Shapefile (.shp, .shx, .dbf, .sbn and .sbx, .fbn and .fbx, .ain and .aih, .prj and .xml)		.shp, .shx, .dbf, .sbn and .sbx, .fbn and .fbx, .ain and .aih, .prj and .xml	Preferred (SHP+SHX+DBF)	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	Geographic Markup Language (.gml), preferred over MapInfo Interchange Format (.mif & .mid)		.gml .mif and .mid	Geographic Markup Language (.gml), preferred over MapInfo Interchange Format (.mif & .mid)		.gml .mif and .mid	Preferred (GML)	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	MapInfo Interchange Format (.mif & .mid)		.mif and .mid	MapInfo Interchange Format (.mif & .mid)		.mif and .mid	Accepted	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	Spatial Data transfer standard (.ddf)		.ddf	Spatial Data transfer standard (.ddf)		.ddf	Accepted	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	Vector product Format (.vpf)		.vpf	Vector product Format (.vpf)		.vpf	Accepted	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	ArcInfo Interchange (.e00)		.e00	ArcInfo Interchange (.e00)		.e00	Recognised archival format	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	Keyhole Markup Language (KML)		.kml	Keyhole Markup Language (KML)		.kml	Recognised archival format	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	National Transfer Format (NTF)		.ntf	National Transfer Format (NTF)		.ntf	Recognised archival format	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
GIS: Geo-referenced Raster	Geo-referenced TIF Image/GeoTIFF .tif (.rrd,.aux .xml)		.rrd, .aux and .xml	Geo-referenced TIF Image/GeoTIFF .tif (.rrd,.aux .xml)		.rrd, .aux and .xml	Preferred (TIF+TFW)	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	ESRI GRID .grd		.adf, .asc, .grd			.grd	Accepted	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		
	JPG World .jpg & jgw (.rrd,.aux,.xml)		.rrd, .aux and .xml			.rrd, .aux and .xml	Recognised archival format	Preserve Creation Format	Metadata template available		Keep frozen copy for each stage if appropriate		

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Data Sets: Spreadsheets	Microsoft Excel		.xlsx	Delimited Text		.csv, or .tab	Preferred	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 format should be considered for maximum accessibility.	Metadata template available		Adobe Portable Document Format (*)		
	Comma Separated Value		.csv	Comma Separated Value		.CSV	Preferred	Preserve Creation Format	Metadata template available		Adobe Portable Document Format (*)		
	Tab Separated Value		.tab	Tab Separated Value		.tab	Preferred	Preserve Creation Format	Metadata template available		Adobe Portable Document Format (*)		
Data Sets: Statistics	Statistical Analysis System catalogue/data		.sas	Delimited Text		.csv, or .tab	Accepted	Convert to Delimited Text (.csv, or .tab,) but .sas is accepted by the ADS	•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 data		Adobe Portable Document Format (*)		
Data Sets: Geoarchaeology	Geoarchaeology Data File (Tagged ASCII)		Geoarchaeology Data File (Tagged ASCII)	Geoarchaeology Data File (Tagged ASCII)		.DAT		Preserve as Creation format			Adobe Portable Document Format (*)		
Data Sets: Palynology	Pollen diagram data (Tilia)			Delimited Text		.csv, or .tab	Preferred	Convert to Delimited Text (.csv, or .tab,) but .sas is accepted by the ADS	Metadata template available		Adobe Portable Document Format (*)		
Data Sets: Technology	SEM Spectra Data			TIFF	Version 6.0 uncompressed	.tif	Preferred	Convert to Tiff, Medium term (if required); store original (will be distroyed by obsoletion)	Metadata template available		Adobe Portable Document Format (*)		
	XRD Spectra Data saved as industry standard RAW file			PDF/A1-A		.PDF/A1-A	Recognised archival format	XRD 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 obsoletion)		not archived	Adobe Portable Document Format (*)		PDF
	XRF Spectra Data			XRF Spectra Data saved as Comma Separated Value, required images can be saved as tiff		.CSV / .Tiff	Recognised archival format	Convert to delimited text, required images can be saved as Tiff. Medium term (if required); store original (will be distroyed by obsoletion)	Metadata template available		Adobe Portable Document Format (*)		
	FTIR			PDF/A1-A		.PDF/A1-A	Recognised archival 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 obsoletion)			Adobe Portable Document Format (*)		

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Data Sets: Topographic Survey	TST data (not created as part of an Intrasis project)		.GSI	AutoCAD Drawing File (*)		.DWG	Preferred	Preserve Creation format. During project may require active migration to new versions. CSVs created are part of this process are copies to help view data and do not need to be kept.	AutoCAD/DXF version, significance of conventions (layers, colours, linetypes, hatch styles, symbols, etc.), relationship to other files (databases, object libraries, etc.)		Adobe Portable Document Format (*)		
	TST data (created as part of an Intrasis project)		.GSI	shp file		.shp	Preferred	Processed through Intrasis and output as a .shp file. CSVs created are part of this process are copies to help view data and do not need to be kept.	Metadata template available		Adobe Portable Document Format (*)		
Raster Graphics	TIFF		.tif	TIFF	Version 6.0 uncompressed	.tif	Preferred	Preserve Creation format	Metadata template available	Minimum IJG quality setting of 75	JPEG File Interchange Format		.jpg
	Photo CD Image		.pcd	TIFF	Version 6.0 uncompressed	.tif	Preferred	Convert to Tiff	Metadata template available	Minimum IJG quality setting of 75	JPEG File Interchange Format		.jpg
	Xrays		.raw	TIFF	Version 6.0 uncompressed	.tif	Preferred	Unknown	Metadata template available	Minimum IJG quality setting of 75	JPEG File Interchange Format		.jpg
	Adobe Photoshop	no version	.psd	TIFF	Version 6.0 uncompressed	.tif	Preferred	Convert to Tiff. Copies of a file can be stored in the PSD format so that future editing, but should be archived as tiff	Metadata template available	Jpg: Minimum IJG quality setting of 75	JPEG File Interchange Format or PDF		.jpg/ PDF
	Joint Photographic Expert Group format		.jpg	TIFF	Version 6.0 uncompressed	.tif	Preferred	DO NOT USE FOR PRIMARY DATA. Convert to Tiff. Where compression is required, data creators are advised to use the JPEG2000 format with lossless compression.	Metadata template available	Minimum IJG quality setting of 75	JPEG File Interchange Format		.jpg
	RAW	N/A	N/A	TIFF	Version 6.0 uncompressed	.tif	Preferred	Convert to Tiff	Metadata template available	Minimum IJG quality setting of 75	JPEG File Interchange Format		.jpg
	Windows Bitmap	5.0	.bmp	TIFF	Version 6.0 uncompressed	.tif	Preferred	BMP has limited options for embedding metadata. Do not use. For Backlog - convert to Tiff	Metadata template available		Windows Bitmap	5.0	.bmp
	Portable Network Graphics	1.2	.png	TIFF	Version 6.0 uncompressed	.tif	Preferred	Do not use for photographs. Convert to tiff.	Metadata template available		Portable Network Graphics	1.2	.png
	Any RAW image file		.nef, .raw	TIFF	Version 6.0 uncompressed	.tif	Preferred	Convert to Tiff	Metadata template available	Minimum IJG quality setting of 75	JPEG File Interchange Format		.jpg
CAD	Drawing Interchange File Format (ASCII)	latest	.dxf	Drawing Exchange File (*)		.DXF	Preferred	Preserve Creation format. During project may require active migration to new versions	AutoCAD/DXF version, significance of conventions (layers,		Adobe Portable Document Format (*)		
	AutoCAD Drawing File (*)	latest	.dwg	AutoCAD Drawing File (*)		.DWG	Preferred	Preserve Creation format. During project may require active migration to new versions	AutoCAD/DXF version, significance of conventions (layers, colours, linetypes, hatch styles, symbols, etc.), relationship to other files (databases, object libraries, etc.)	Purely for publication on the Web	Adobe Portable Document Format (*)		.dwf
Vector Graphics	Scalable Vector Graphics	1.2	.svg	Scalable Vector Graphics		.svg	Preferred	Preserve creation format	Relationship to other documents, caption		Scalable Vector Graphics or Adobe Portable Document Format (*)	1.2	.svg/ PDF

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	Adobe Illustrator (.ai)		.ai	Scalable Vector Graphics		.svg	Preferred	This format is accepted by the ADS, but it is not an archival format. Where possible files should be created as SVG or DWG	Relationship to other documents, caption		.svg or Adobe Portable Document Format (*)		
	Windows Metafile		.wmf	PDF/A1-A or scalable vector graphics		.PDF/A1-A or .SVG	Recognised archival format	This is not an Archival Format. SVG or PDF/A1-A should be used instead.		Due to the restrictions required to make them largely self-contained, PDF/A1-A may not be suitable for all types of content of Vector images	.svg or Adobe Portable Document Format (*)		
	Coreldraw Files		.cdr	PDF/A1-A or scalable vector graphics		.PDF/A1-A or .SVG	Recognised archival format	This is not an Archival Format. SVG or PDF/A1-A should be used instead.		Older CDR files (c.version 5) can not be opened and may need to be discarded	.svg or Adobe Portable Document Format (*)		
	Pollen diagram data Microsoft Windows Enhanced Metafile	3.0	.emf	PDF/A1-A or scalable vector graphics		.PDF/A1-A or .SVG	Recognised archival format	This is not an Archival Format. SVG or PDF/A1-A should be used instead.		Due to the restrictions required to make them largely self-contained, PDF/A1-A may not be suitable for all types of content of Vector images	.svg or Adobe Portable Document Format (*)		
Page Description	Portable Document Format		.pdf	PDF/A1-A			Recognised archival format	Where possible create in PDF/A1-A format			PDF/PDFA		
	Encapsulated PostScript File Format	2.0	.eps	PDF/A1-A or scalable vector graphics			Recognised archival format	This is not an Archival Format. SVG or PDF/A1-A should be used instead. Medium term (if required); store original (will be distroyed by obsoletion)			.svg or Adobe Portable Document Format (*)		
	PostScript	3.1	.ps	PDF/A1-A or scalable vector graphics			Recognised archival format	This is not an Archival Format. SVG or PDF/A1-A should be used instead. Medium term (if required); store original (will be distroyed by obsoletion)			.svg or Adobe Portable Document Format (*)		
Digital Audio/Video	MPEG-1 Video Format		.MPG	MPEG-1 Video Format		.MPG	Preferred	Preserve Creation Format	•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 description for each movie file.				

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	MPEG 2		.MPG	MPEG 2 Video Format		.MPG	Preferred	Preserve Creation Format	•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 description for each movie file.				
	MPEG-4 Media File		.mp4				Preferred	MPEG 4 is suitable for data preservation and dissemination although a higher quality MPEG format should be used where appropriate.	•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 description for each movie file.				
	Waveform Audio		.wav	Waveform Audio		.wav	Preferred	Preserve Creation Format	· 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 appropriate)				

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	MPEG 1/2 Audio Layer 3		.mp3	Waveform Audio		.wav		Do not use, create Waveform Audio instead	· 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 appropriate)	Suitable for dissemination 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			No	Not for archiving			.svg or Adobe Portable Document Format (*)		