



Smithsonian Institution Archives: Preservation Formats

Original/Creating Application or Format	Primary Preservation Format	Secondary Preservation Format
<i>Word processing/text applications</i>		
<i>(various)</i> .txt	ASCII (keep original extension using Unicode character set)	
<i>Corel WordPerfect</i> .wpd, .wpx, .doc, .rtf	PDF/A or PDF	RTF (text)
<i>Microsoft Word</i> .doc, .dot, .rtf	PDF/A or PDF	RTF (text)
<i>Spreadsheet applications</i>		
<i>Lotus 1-2-3</i> .wk	PDF/A (must capture entire workbook – macros disabled) or PDF	CSV
<i>Microsoft Excel</i> .xls	PDF/A (must capture entire workbook – macros disabled) or PDF	CSV
<i>Presentation application</i>		
<i>Microsoft Powerpoint</i> .ppt	PDF/A (macros disabled) or PDF	



Original/Creating Application or Format	Primary Preservation Format	Secondary Preservation Format
<i>Graphics/image applications</i>		
<i>(various graphics applications)</i> .bmp, .tif, .jpg, .gif	TIFF (24-bit RGB) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater – when possible)	JPEG (uncompressed) (for JPG and GIF formats only.)
<i>Adobe Photoshop, Illustrator</i> .psd, .eps	TIFF (24-bit RGB) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater - when possible)	
<i>Adobe Fireworks/Freehand</i> .png, .fh*	TIFF (24-bit RGB) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater - when possible)	TIFF (8-bit, grayscale or b/w for black and white images only) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater - when possible)
<i>Desktop Publishing Applications</i>		
<i>Adobe InDesign/Pagemaker</i> .indd, .pm*	TIFF (24-bit RGB) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater – when possible)	PDF



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<i>Microsoft Publisher</i> .pub	TIFF (24-bit RGB) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater – when possible)	PDF
<i>QuarkXpress</i> .qxd	TIFF (24-bit RGB) (minimum 6000 pixels along long dimension or 600 dpi, whichever is greater – when possible) or PDF	PDF
Video		
<i>avi, .vob, m4v, mov, mp1, mp2, mp4, qt, wmv, others</i>	MJ2	<i>Same as original</i>
Audio		
<i>.mp3, .mp4, .aif, .ra, .ram, .wma, .wav, others</i>	BWF	WAV/AIFF
Database Management Systems (DBMS)		
<i>Dbase III+</i> .dbf, .dbt	<i>Same as original</i>	CSV
<i>Lotus Notes (database)</i>	<i>Same as original</i>	CSV



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<i>Microsoft Access (database)</i> *.mdb	<i>Same as original</i>	CSV
<i>Microsoft SQL Server</i> *.bak	<i>Same as original, full backup made with MS SQL</i>	CSV
<i>FileMaker</i> .fp*	<i>Same as original</i>	CSV
<i>Sybase SQL Server, Adaptive Enterprise Server, SQL Anywhere</i>	<i>Same as original, full backup made with Sybase dbms. Also requires full backup of Sybase master database.</i>	CSV
WebPage Developers and HTML Editors		
<i>Adobe PageMill, Microsoft Frontpage, Adobe Dreamweaver (other various)</i> .htm, .html, .shtml	XHTML 1.0	PDF (Isolated, single webpage only)
<i>Active Server Page (various)</i> .asp	XHTML 1.0	ASP (depending on parameter complexity)
<i>Adobe Cold Fusion</i> .cfm	XHTML 1.0	
<i>Adobe Flash/Flash MX</i> .swf	SWF (No change at this time)	<i>Analyze carefully for embedded URLs or other file dependencies.</i>



Original/Creating Application or Format	Primary Preservation Format	Secondary Preservation Format
<i>Architectural Design/Engineering Graphics</i>		
<i>AutoCAD</i> *.cad	PDF/E PDF (v1.5 with layer retention) PDF/A	
<i>Microsoft Visio</i> *.vsd	PDF/E PDF (v1.5 with layer retention) PDF/A	