

Transferring Digital Records to the Alaska State Archives

Introduction

Under AS 40.21 and AAAC 59, the Alaska State Archives preserves and makes available important records with long-term value that were originally created or maintained by an Alaska territorial or state agency. State agencies are responsible for maintaining and eventually transferring permanent records to the State Archives, which includes permanent records in digital format. Due to the nature and fragility of digital records, specific and purposeful actions are required of agencies prior to transferring digital materials to the State Archives.

Preparing Records for Transfer

1. Review accepted file types, such as those outlined in the section below. Consult the Archivist II if you have special formats.
2. Name, arrange, and folder digital files in a hierarchal arrangement by subject in correlation to your agency's Records Retention & Disposition Schedule.
3. Scan files for viruses and make files safe for transfer.
4. Complete a Transmittal Receipt form in correlation with your agency's current Records Retention & Disposition Schedule.
5. Contact the Archivist II about delivery method (e.g., FTP, CD/DVD, or portable hard drive) and/or any additional questions.

Formats and Notices

1. Digital Formats. Accepted and Preferred Formats for Transfer

File Type	Accepted	Preferred Preservation Format	Preferred Access Format
Text	.doc, .wpd, .rtf, .sxw, .pdf, .xml	.pdf	.pdf
Email	.msg, .pst, pdf	.msg or .pdf	.msg or .pdf
Raster Images	.tiff, .jpg, .png, .bmp	.tiff (uncompressed)	.jpg
Vector Graphic	.cgm, .dwf, .svg	.svg	.svg
Audio	.aiff, .wave, .mp3 .mid, .wma, .au	.wave (uncompressed)	.aiff
Audiovisual	.mpeg, .mj2, .avi	.avi (uncompressed)	.mpeg
Spreadsheet Database	.txt, .csv, .xls, .dbf, .sxc	.txt or .csv	.txt or .csv