Department of Education &
Early Development

POLICY ON TRANSFERRING DIGITAL RECORDS TO THE ALASKA STATE ARCHIVES

Introduction

Under AS 40.21 and 4 AAC 59, the Alaska State Archives preserves and makes available important records with long-term value that were originally created or maintained by an Alaskan State or Territorial 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. Agencies must consider converting digital files with permanent retentions to microfilm, ensuring long-term preservation of digital records.[1]

Preparing Digital Records for Transfer

1. Review accepted file types outlined in the section below. Consult Archives staff if you have special formats or questions.
2. Name, arrange, and folder digital files in a hierarchical arrangement by subject in correlation to your agency's Records Retention and Disposition Schedule.
3. Review guidance produced by the Alaska State Archives concerning naming conventions and digital file preservation. Do not use special characters or spaces when naming files; use the underline (_) character instead of spaces. Example: Subject_files_1997_fishing.
4. Begin projects with or convert files to accepted preservation formats (list below).
5. Scan files for viruses and make files safe for transfer.
6. Complete a Transmittal Receipt form in correlation with your agency's current Records Retention and Disposition Schedule. Submit to Archival staff for approval.
7. Contact Archives staff about delivery method of digital files and any additional questions.

Accepted Preservation Formats[2]

File Type	Preferred Formats	Accepted Formats
Text	PDF/A	DOC, DOCX, PDF
Scanned Text	TIFF, PDF/A	JPEG, PDF
Spreadsheet	XML	PDF/A, TXT, CSV, ODS
Email	Consult Archival staff	XML, MBOX, EML, PST, MSG, PDF
Photographs/Images	TIFF (uncompressed)	JPEG, DNG, PNG, JP2
Audio	WAVE, BWF (uncompressed)	FLAC, MP3, AIFF
Audiovisual	AVI, MOV (uncompressed)	WMV, MPEG-4, MPEG2, MXF
Vector Graphic (CAD)	X3D, STEP	PDF/E, U3D, PRC

Last revised 1/2019

---

[1] Digital files can be converted to microfilm, which is a more sustainable long-term preservation solution. Consult Archives staff about options and services provided by the Alaska State Archives.

[2] Formats primarily based on NARA's list of preferred and accepted formats, last accessed 3/2018.