

Information Technology Policy

File Formats Supported by Electronic Document Management Systems

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| ITP Number STD-INFRM006A | Effective Date June 21, 2007 |
| Category Information | Supersedes None |
| Contact RA-ITCentral@pa.gov | Scheduled Review July 2022 |

1. Purpose

File formats standards document to ITP-INFRM006 *Electronic Document Management Systems*.

CURRENT STANDARDS for ASCII / TEXT

(Files, such as letters, reports, memos and e-mail, may be created or saved as text files. This may also include some file extensions created via Microsoft 365/Office Suite products such as Microsoft Word. See below for detailed listing under *Current Standards for Microsoft 365/Office Suite*)

| File Formats | Platforms | Category | Technology Classification |
|--------------|-----------|----------|---------------------------|
| PDF/PDF-A | All | -- | Current |
| RTF | All | --- | Current |
| TXT | All | -- | Current |

CURRENT STANDARDS for GRAPHICS

(Graphics files are primarily for a Web page, simple illustrations, or an image of a scanned document. Graphics files store the image as a collection of pixels which cannot be scaled without distortion.)

| File Formats | Platforms | Category | Technology Classification |
|--------------|-----------|----------|---------------------------|
| TIFF | All | -- | Current |
| BMP | All | -- | Current |
| GIF | All | -- | Current |
| JPEG | All | -- | Current |
| PNG | All | -- | Current |

CURRENT STANDARDS for VIDEO

(Video files are primarily for digital or web content. Video files store the recording of an event which cannot be scaled without distortion.)

| File Formats | Platforms | Category | Technology Classification |
|--------------|-----------|----------|---------------------------|
| AVI | All | -- | Current |
| MP3 (audio) | All | -- | Current |
| MP4 | All | -- | Current |
| WMV | All | -- | Current |

CURRENT STANDARDS for MARKUP LANGUAGES

(Markup language is text and graphics that are primarily displayed on a Web site. It contains embedded instructions for displaying and understanding the content of a file or multiple files.)

| File Formats | Platforms | Category | Technology Classification |
|--------------|-----------|----------|---------------------------|
| SGML | All | -- | Current |
| HTML | All | -- | Current |
| XHTML | All | -- | Current |
| XML | All | -- | Current |

CURRENT STANDARDS for MICROSOFT 365/OFFICE SUITE

(Letters, memos, spreadsheets, presentations, publications, project plans, charts, and messages. The software with which a file is created has a default format, indicated by a file name suffix. Common Microsoft 365/Office Suite file formats are:)

| File Formats | Platforms | Category | Technology Classification |
|--------------|-----------|----------|---------------------------|
| DOC/DOCX | All | -- | Current |
| XLS/XLSX | All | -- | Current |
| PPT/PPTX | All | -- | Current |
| PUB | All | -- | Current |
| MPP | All | -- | Current |
| VSD/VSDX | All | -- | Current |
| MSG | All | -- | Current |

CONTAIN

(These technologies no longer meet the requirements of the current architecture and are not recommended for use. They will be phased out over time. No date has been set for their discontinuance.)

| Technology | Platforms | Category | Technology Classification |
|------------|-----------|----------|---------------------------|
| -- | -- | -- | Contain |

RETIRE

(These technologies are being phased out. Plans are to be developed for their replacement, especially if there is risk involved, such as lack of vendor support. A date for retirement has been set.)

| Technology | Platforms | Category | Technology Classification |
|------------|-----------|----------|---------------------------|
| -- | -- | -- | Retire by mm/dd/yy |

EMERGING / RESEARCH

(Emerging technologies have the potential to become current standards.

At the present time, they are to be used only in pilot or test environments where they can be evaluated. Use of these technologies is restricted to a limited production mode and requires approval of a waiver request. Research technologies are less widely accepted, and it is too early to determine if they will become a standard.)

| Technology | Platforms | Category | Technology Classification |
|------------|-----------|----------|---------------------------|
| -- | -- | -- | Emerging / Research |

This chart contains a history of this publication's revisions:

| Version | Date | Purpose of Revision |
|----------|------------|---------------------|
| Original | 06/21/2007 | Base Document |
| Revision | 11/18/2010 | ITP Refresh |
| Revision | 07/19/2021 | ITP Refresh |