

## File Formats

### Key Issues to Consider

Now that you are familiar with some of the basic concepts of file naming, you can use the questions below to discuss how those concepts relate to your agency. Pay special attention to the questions posed by the legal framework, including the need for public accessibility as appropriate, completeness, trustworthiness, durability, and legal admissibility. Consider the degree of acceptable data, appearance, and relationship loss. Take a long-term approach so that your file formats will meet your operational and legal requirements now and in the future.

### Discussion Questions

- What are our goals for electronic records management?
- How is our agency affected by the legal requirements?
- What current file formats do we use? Will the developer support these formats long-term?
- Are we planning on converting and/or migrating our records?
- What levels of data, appearance, and relationship loss are acceptable?
- What resources do we have for processing and maintaining records?
- How will our decisions affect other groups that may need current and future access to our records (e.g., other government agencies, the public)?