Information Technology Standard
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology

STD Number:	**STD-INFRM006A**	
STD Title:	**File Formats Supported by Electronic Document Management Systems**	
Issued by:	**Deputy Secretary for Information Technology**	
Date Issued: June 21, 2007	**Date Revised: November 18, 2010**	
Domain:	**Information**	
Discipline:	**Information**	
Technology Area:	**Information**	
Referenced by:	**ITP-INFRM006**	
Revision History Date:	**Description:**	
11/18/2010	**ITP Refresh**	

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 Office Suite products such as Microsoft Word. See below for detailed listing under *Current Standards for Microsoft 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
GIFF	All	--	Current
JPEG	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
XML	All	--	Current

CURRENT STANDARDS for MICROSOFT OFFICE SUITE

(Letters, memos, spreadsheets, Microsoft Office PowerPoint 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 Office Suite file formats are:)

File Formats	Platforms	Category	Technology Classification
DOC	All	--	Current
XLS	All	--	Current
PPT	All	--	Current
PUB	All	--	Current
MPP	All	--	Current
VSD	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