

ATTACHMENT J-14 - SELECTED NARA REQUIREMENTS

- Transmitting of record(s) in Portable Document Format (PDF), or other NARA-acceptable format, with a minimum resolution of 400 ppi (NARA minimum requirement for permanent records). See full requirements and guidance at www.archives.gov.
- Transfer shall include back-up data or drafts (if applicable) that would be required to be maintained to adequately document the work performed.
- Perform image quality statistical sampling on transfers in accordance with a DOE-approved plan to ensure:
 - o Optical character recognition process performed.
 - o All text and markings are clear and legible.
 - o All pages are legible or marked as "poor quality original."
 - o Pages are rotated correctly.
 - o Classification markings are clear and legible.
 - o No security settings (e.g., encryption, passwords, and/or permissions) are included/embedded that would prevent opening, viewing, or printing a record.
 - o For permanent records, if compression is needed, ensure lossless file compression technique is used (not lossy).
 - o Utilize a preferred format (e.g., Portable Document Format/Archival PDF/A).
- All embedded fonts are identified publically as being legally embeddable in a file.
- Digital photographs shall meet NARA's requirements of a minimum resolution of 3,000 pixels across the long dimension; images that are uncompressed or which make use of lossless compression, shall be scheduled, managed and captioned as required.
 - o Captioning shall include an index that includes: Photo #, date taken, program category (e.g., Environmental Management), site, detailed description/caption, including names of individuals where possible. Digital photographs can be captioned utilizing the properties feature, but must also include an index to link the two. See 36 CFR 1237 and NARA Bulletin for specific requirements.