



## COMUNE DI SOLESINO

### MANUALE DI GESTIONE DOCUMENTALE

#### Allegato 7

#### Tabella dei formati approvati dalle Linee guida AgID

| FORMATO      | DESCRIZIONE                         | STANDARD   | CONSERVAZIONE                                    |
|--------------|-------------------------------------|--|--|
| .pdf, .pdf/A | Portable Document Format            | Famiglie di standard <b>32000</b> e <b>19005</b> della ISO/IEC:<br>- 32000-2:2017, <i>PDF v2.0</i> ;<br>- 32000-1:2008, <i>PDF v1.7</i> ;<br>- 19005-1:2005, <i>PDF/A-1 (v1.4)</i> ;<br>- 19005-2:2011, <i>PDF/A-2 (v1.7)</i> ;<br>- 19005-3:2012, <i>PDF/A-3 (v1.7)</i> .   | Si, solo pdf/A                                   |
| .tif, .tiff  | Tagged Image File Format            | - Adobe, <i>TIFF™ Revision 6.0</i> , 1992<br>- <a href="http://www.adobe.io/open/standards/TIFF">www.adobe.io/open/standards/TIFF</a> Famiglia di standard <b>12234</b> della ISO:<br>- ISO 12234-2:2001, <i>TIFF/EP</i><br>- ISO 12234-3:2016, <i>XMP</i><br>- ISO 12639:2004, <i>TIFF/IT</i> • RFC-2306, <i>TIFF-F</i><br>- RFC-3949, <i>TIFF-FX</i><br>- <a href="http://www.exif.org/Exif2-2.PDF">www.exif.org/Exif2-2.PDF</a> | Si, senza compressione                           |
| .png         | Portable Network Graphics           | - ISO/IEC 15948:2004<br>- W3C Recommendation <i>PNG Specification (2nd Ed.)</i> , 2003<br>- RFC-2083 • <a href="http://www.libpng.org">www.libpng.org</a>  | Si   |
| .jpg, .jpeg  | JPEG File Interchange Format (JFIF) | - ITU-T Recommendation T.81, 1992<br>- ITU-T Recommendation T.871, 2011<br>- <a href="http://www.jpeg.org/jpeg">www.jpeg.org/jpeg</a><br>- <a href="http://www.exif.org/Exif2-2.PDF">www.exif.org/Exif2-2.PDF</a>  | Si, solo per immagini formate nativamente in jpg |
| doc          | Microsoft® Word® Binary File Format | Microsoft, [ <i>MS-DOC</i> ]: <i>Word (.doc) binary file format v8.1</i> (2018)  | No   |
| .docx, .dotx | WordProcessingML OOXML Extension    | - Microsoft, <i>Word extensions to OOXML (.docx) file format v11.1</i> (2018)<br>- <a href="http://officeopenxml.com">officeopenxml.com</a> , <i>Anatomy of a WordProcessingML file</i>  | Si, solo profilo <i>strict</i>                   |
| .docx        | Office Open XML                     | - ISO/IEC 29500-1:2016, <i>fundamentals and markup language reference</i><br>- ISO/IEC 29500-2:2012, <i>open packaging conventions</i><br>- ISO/IEC 29500-3:2015, <i>markup compatibility and extensibility</i>  | Si, solo profilo <i>strict</i>                   |

| FORMATO | DESCRIZIONE                                  | STANDARD  | CONSERVAZIONE                  |
|---------|--|---|--------------------------------|
|         |  | - ISO/IEC 29500-4:2016, <i>transitional migration features</i><br>- ECMA-376: <i>Office Open XML File Formats</i> , 5 <sup>th</sup> ed., 2016<br>- officeopenxml.com  |                                |
| .xlsx   | Office Open XML                              | - ISO/IEC 29500-1:2016, <i>fundamentals and markup language reference</i><br>- ISO/IEC 29500-2:2012, <i>open packaging conventions</i><br>- ISO/IEC 29500-3:2015, <i>markup compatibility and extensibility</i><br>- ISO/IEC 29500-4:2016, <i>transitional migration features</i><br>- ECMA-376: <i>Office Open XML File Formats</i> , 5 <sup>th</sup> ed., 2016<br>- officeopenxml.com | Si, solo profilo <i>strict</i> |
| .pptx   | Office Open XML                              | - ISO/IEC 29500-1:2016, <i>fundamentals and markup language reference</i><br>- ISO/IEC 29500-2:2012, <i>open packaging conventions</i><br>- ISO/IEC 29500-3:2015, <i>markup compatibility and extensibility</i><br>- ISO/IEC 29500-4:2016, <i>transitional migration features</i><br>- ECMA-376: <i>Office Open XML File Formats</i> , 5 <sup>th</sup> ed., 2016<br>- officeopenxml.com | Si, solo profilo <i>strict</i> |
| .ppt    | Microsoft® PowerPoint® Binary format         | Microsoft, [MS-PPT]: <i>PowerPoint (.ppt) Binary file format v6.0 (2018)</i>  | No                             |
| .xlsx   | SpreadsheetML OOXML Extension                | - Microsoft, <i>Excel (.xlsx) extensions to SpreadsheetML file format v16.0 (2018)</i><br>- officeopenxml.com, <i>Anatomy of a SpreadsheetML file</i>   | Si, solo profilo <i>strict</i> |
| .xls    | Microsoft® Excel® Binary file format         | Microsoft, [MS-XLS]: <i>Excel Binary file format (.xls) structure v8.0 (2018)</i>   | No                             |
| .pptx   | PresentationML OOXML Extension               | - Microsoft, <i>PowerPoint (.pptx) extensions to OOXML file format v15.0 (2018)</i><br>- officeopenxml.com, <i>Anatomy of a PresentationML file</i>   | Si, solo profilo <i>strict</i> |
| .odt    | Open Document Format for Office Applications | Famiglia di standard <b>26300</b> della ISO/IEC:<br>ISO/IEC 26300-1:2015, <i>ODF for Office Applications v1.2 – Part 1: OpenDocument Schema</i><br>ISO/IEC 26300-3:2015, <i>ODF for Office Applications v1.2 – Part 3: Packages</i><br>OASIS, <i>Open Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015)  | Si                             |
| .ods    | Open Document Format for Office Spreadsheets | - Famiglia di standard <b>26300</b> della ISO/IEC. • OASIS, <i>Open - Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015)  | Si                             |
| .odp    | Open Document Format for Presentations       | - Famiglia di standard <b>26300</b> della ISO/IEC. • OASIS, <i>Open - Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015)  | Si                             |
| .odg    | Open Document Format for Office Applications | Famiglia di standard <b>26300</b> della ISO/IEC:<br>- ISO/IEC 26300-1:2015, <i>ODF for Office Applications v1.2 – Part 1: OpenDocument Schema</i><br>- ISO/IEC 26300-3:2015, <i>ODF for Office Applications v1.2 – Part 3: Packages</i><br>- OASIS, <i>Open Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015)  | Si                             |
| .odi    | Open Document Format for Office Applications | Famiglia di standard <b>26300</b> della ISO/IEC:<br>- ISO/IEC 26300-1:2015, <i>ODF for Office Applications v1.2 – Part 1: OpenDocument Schema</i>   | Si                             |

| FORMATO       | DESCRIZIONE                                  | STANDARD   | CONSERVAZIONE                             |
|---------------|--|--|---|
|               |  | - ISO/IEC 26300-3:2015, <i>ODF for Office Applications v1.2 – Part 3: Packages</i><br>- OASIS, <i>Open Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015)  |   |
| .odf          | Open Document Format for Office Applications | Famiglia di standard <b>26300</b> della ISO/IEC:<br>- ISO/IEC 26300-1:2015, <i>ODF for Office Applications v1.2 – Part 1: OpenDocument Schema</i><br>- ISO/IEC 26300-3:2015, <i>ODF for Office Applications v1.2 – Part 3: Packages</i><br>- OASIS, <i>Open Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015) | Si  |
| .odb          | Open Document Format for Database            | - Famiglia di standard <b>26300</b> della ISO/IEC.<br>- OASIS, <i>Open Document Format for Office Applications (OpenDocument)</i> , v1.2 (2015)  | No  |
| .otf          | OpenType®                                    | - ISO/IEC 14496-22:2015<br>- Microsoft OpenType® specifications 1.8.3 (2018)<br>- RFC-2361   | Si  |
| .xml          | Extensible Markup Language                   | - W3C Recommendation <i>XML 1.0 (5th Ed.)</i> , 2013<br>- <a href="http://www.w3.org/standards/xml">www.w3.org/standards/xml</a><br>- validator.w3.org   | Si, conservato insieme ad un XML schema   |
| .json         | JavaScript Object Notation                   | - RFC-8259<br>- ECMA-404<br>- json.org<br>- ISO/IEC 8825-8:2018, <i>ASN.1 encoding rules, part 8: JSON</i>   | Si, se adottato insieme a uno schema JSON |
| .jsonld       | JavaScript Object Notation for Linked Data   | - W3C Recommendation <i>JSON-LD 1.0</i> , 2014<br>- W3C Recommendation <i>JSON-LD 1.0 Processing Algorithms and API</i> , 2014   | Si  |
| .eml          | Electronic Mail Format                       | - RFC-5322<br>- RFC-2822<br>- US Library of Congress, <i>Email (EMF)</i> (2014)  | Si  |
| .mbox         | “default” mbox database format               | - RFC-4155<br>- RFC-2822<br>- en.wikipedia.org/wiki/Mbox   | Si  |
| .dxf          | AutoCAD® Drawing Interchange Format          | - Autodesk, <i>DXF Reference</i> , 2011  | No  |
| .dwf, .dwfx   | AutoCAD® Design Web Format                   | - Autodesk Knowledge Network, <i>About DWF and DWFx Files</i><br>- ISO/IEC 29500-2:2012  | No  |
| .dwg          | Autodesk® AutoCAD® Drawing                   | - Autodesk, <i>AutoCAD .dwg file format</i><br>- Open Design, <i>Specification for .dwg</i> , v5.4.1 (2018)  | No  |
| .ttf          | TrueType®                                    | - Apple Developer, <i>TrueType™ Reference Manual</i><br>- Microsoft Typography webpage   | Si  |
| .woff2, .woff | Web Open Font Format                         | - W3C Recommendation, <i>WOFF 2.0</i> , 2018<br>- W3C Recommendation, <i>WOFF 1.0</i> , 2012<br>- github.com/W3C/woff  | Si  |
| .mp4          | MPEG-4, Part 14                              | - ISO/IEC 14496-14:2018<br>- ISO/IEC 14496-12:2015<br>- RFC-4337 (2006)<br>- mp4ra.org   | Si  |

| FORMATO   | DESCRIZIONE                           | STANDARD  | CONSERVAZIONE                                    |
|-----------|---------------------------------------|---|--|
| mp3       | MPEG-1, Layer 3                       | - ISO/IEC 11172-3:1993<br>- ISO/IEC 13818-3:1998<br>- <a href="http://mpgedit.org/mpgedit/mpeg_format/MP3Format.html">mpgedit.org/mpgedit/mpeg_format/MP3Format.html</a>  | No   |
| .wav      | Waveform File                         | - Microsoft, <i>Multimedia Data Standards Update</i> (1994)<br>- RFC-2361<br>- EBU Recommendation R111 (2007)<br>- EBU – Tech 3285-1, <i>Broadcast Wave (BWF)</i> (2011)<br>- EBU – Tech 3306, <i>RF64</i> (2018)<br>- <a href="http://soundfile.sapp.org/doc/WaveFormat">soundfile.sapp.org/doc/WaveFormat</a>                                 | Si, senza compressione                           |
| .flac     | Free Lossless Audio Codec             | - <a href="http://xiph.org/flac">xiph.org/flac</a>  | Si   |
| .raw      | Audio “Raw”                           | - <a href="http://www.fmtz.com/misc/raw-audio-file-formats">www.fmtz.com/misc/raw-audio-file-formats</a><br>- <a href="http://en.wikipedia.org/wiki/Au_file_format">en.wikipedia.org/wiki/Au_file_format</a><br>- <a href="http://www-mmsp.ece.mcgill.ca/Documents/AudioFormats/AU">www-mmsp.ece.mcgill.ca/Documents/AudioFormats/AU</a>        | Si   |
| .musicxml | MusicXML™                             | - W3C Community Group Final Report, <i>MusicXML 3.1</i> , 2017<br>- <a href="http://www.musicxml.com">www.musicxml.com</a>  | Si   |
| .mjppg    | Motion JPEG                           | RFC-2435  | Si   |
| .ttml     | Internet Media Subtitles and Captions | - W3C Recommendation, <i>TTML profiles for IMSC 1.1</i> , 2018<br>- Netflix, <i>What does a properly formatted TTML file look like?</i><br>- Netflix, <i>Italian Timed Text Style Guide</i> , 2018  | Si   |
| .dfxp     | Timed Text Markup Language            | - W3C Recommendation <i>TTML 2</i> , 2018<br>- W3C Recommendation <i>TTML 1 (3rd Ed.)</i> , 2018<br>- ETSI EN-303-560 v1.1.1 (2018) Famiglia <b>2052</b> di standard/raccomandazioni SMPTE:<br>- OV2052-0:2013<br>- ST2052-1:2013<br>- ISO/IEC 14496-30:2018<br>- EBU – Tech 3380, <i>EBU-TT-D subtitling distribution format v1.0.1</i> (2018) | Si   |
| .tar      | UNIX Standard Tape Archive (TAR)      | - IEEE 1003.1:2017, <i>POSIX base specifications, issue 7</i><br>- GNU, <i>Basic Tar Format</i> , (2017)  | Si, ma dipende dai formati contenuti nella busta |
| .zip      | Zip                                   | - ISO/IEC 21320-1:2015<br>- PKWARE, <i>.ZIP File Format Specification</i> , v6.3.5 (2018)   | Si, ma dipende dai formati contenuti nella busta |
| .gzip     | GNU Zip                               | - RFC-1952<br>- RFC-6713<br>- <a href="http://www.zlib.org/rfc-gzip.html">www.zlib.org/rfc-gzip.html</a>  | Si, ma dipende dai formati contenuti nella busta |
| .7z       | 7-Zip compressed archive format       | Pavlov I., <i>LZMA SDK</i> (2018)   | Si, ma dipende dai formati contenuti nella busta |
| .rtf      | Rich Text Format                      | - Microsoft, <i>Word 2007: Rich Text Format (RTF) Specification v1.9.1</i> (2008)<br>- RFC-1521   | No   |

| FORMATO       | DESCRIZIONE                                    | STANDARD  | CONSERVAZIONE   |
|---------------|--|---|---|
| .idml         | Adobe® InDesign® Markup Language               | - Adobe, <i>IDML File Format Specification</i> , v8.0 (2012)<br>- Adobe, <i>InDesign® Developer Documentation</i>   | No  |
| .ps           | PostScript®                                    | - Adobe, <i>PostScript® language reference</i> , 3rd ed. (1999)<br>- Adobe, <i>PostScript® language reference supplement: Adobe® PostScript® 3™ version 3010 and 3011 Product Supplement</i> , 30 August 1999   |   |
| .html, .htm   | Hypertext Markup Language                      | - W3C Recommendation <i>HTML 5.2</i> , 2017<br>- <a href="http://validator.w3.org">validator.w3.org</a><br>- W3C Recommendation <i>XML 1.0 (5th Ed.)</i> , 2013   | Si, se conservato con il CSS                            |
| .xhtml, .html | Extensible Hypertext Markup Language           | - W3C Recommendation <i>XHTML™ Basic 1.1 (2nd Ed.)</i> , 2010<br>- W3C Recommendation <i>XHTML™ 1.0 (2nd Ed.)</i> , 2018<br>- <a href="http://validator.w3.org">validator.w3.org</a><br>- W3C Recommendation <i>XML 1.0 (5th Ed.)</i> , 2013  | Si, se conservato con il CSS                            |
| .xsd          | XML Schema Definition                          | W3C Recommendation <i>XSL Schema Part 0: Primer</i> , 2nd Ed., 2004<br>- W3C Recommendation <i>XSL Schema Part 1: Structures</i> , 2nd Ed., 2004<br>- W3C Recommendation <i>XSL Schema Part 1: Datatypes</i> , 2nd Ed., 2004  | Si  |
| .xsl          | Extensible Stylesheet Language                 | - W3C Working Draft <i>XSL Requirements</i> , v2.0, 2008<br>- W3C Recommendation <i>XSL Requirements</i> , v1.1, 2006<br>- <a href="http://www.w3.org/Style/XSL/">www.w3.org/Style/XSL/</a>   | Si  |
| .xslt         | Extensible Stylesheet Language Transformations | W3C Recommendation <i>XSL Transformations (XSLT)</i> v2.0, 2007   | Si  |
| .css          | Cascaded Style Sheet                           | - W3C Recommendation <i>CSS 2.1 Specification</i> , 2011<br>- W3C Recommendation <i>CSS Basic User Interface module level 3 (CSS3 UI)</i> , 2018<br>- W3C Recommendation <i>CSS Color module level 3</i> , 2018<br>- W3C Recommendation <i>CSS Media Queries</i> , 2012<br>- <a href="http://validator.w3.org">validator.w3.org</a> | Si  |
| .md           | Markdown                                       | - RFC-7763, RFC-7764<br>- <a href="http://spec.commonmark.org">spec.commonmark.org</a>  | Si, se conservato insieme agli oggetti da esso riferiti |
| .sql          | Structured Query Language                      | - RFC-6922<br>- ISO/IEC 9075-1:2016, <i>SQL Part 1 – framework</i>  | Si  |
| .csv          | Comma-Separated Value                          | - RFC-4180<br>- RFC-7111<br>- W3C Recommendation <i>Model for tabular data and metadata on the Web</i> , 2015<br>- <a href="http://dati.gov.it">dati.gov.it</a>   | Si  |
| .svg          | Scalable Vector Graphics                       | - W3C Recommendation <i>SVG 1.1 (2nd Ed.)</i> , 16 agosto 2011<br>- <a href="https://github.com/W3C/svgwg">github.com/W3C/svgwg</a>   | Si  |
| .jwt          | JSON Web Token                                 | - RFC-7797<br>- <a href="http://jwt.io">jwt.io</a><br>- ISO/IEC 29500-6:2017<br>- RFC-7515<br>- RFC-7516  | Si, se da JSON-LD o conservato insieme a schema         |
| .rar          | Roshal Archive file format                     | - <a href="http://www.rarlab.com">www.rarlab.com</a><br>- <a href="http://theunarchiver.com">theunarchiver.com</a>  | No  |

| FORMATO | DESCRIZIONE                 | STANDARD   | CONSERVAZIONE                            |
|---------|-----------------------------|--|--|
| .jar    | Java Archive file format    | - Oracle, JAR File Overview, 2018<br>- Oracle, JAR File Specification, 2018  | Si, ma dipende dal contenuto della busta |
| .iso    | Immagine di volume ISO9660  | - ECMA-119, 3rd Ed. (2017)<br>- ISO/IEC 13490-1:1995, [...]: <i>General</i><br>- ISO/IEC 13490-2:1995, [...]: <i>Volume &amp; file structure</i><br>- ECMA-168, 2nd ed., 1994<br>- Famiglia di standard <b>13346</b> della ISO/IEC<br>- ECMA-167, <i>Universal Disk Format (UDF)</i> , 3rd ed., 1997 | Si, ma dipende dal contenuto della busta |
| .vmdk   | Virtual Machine Disk Format | - VMware, <i>Virtual Disk Format</i> (2011)<br>- VMware, Virtual Disk Development Kit (VDDK) v6.7.1  | Si, ma dipende dal contenuto della busta |

## Tabella dei formati utilizzati non presenti nelle Linee Guida AgID

quando la valutazione supera **12**, il formato viene considerato idoneo all'utilizzo

| EXT | DESCRIZIONE   | STD de facto (+2) | STD de jure (+3) | Formato aperto (+3) | non proprietario (+4) | formato estensibile (+2) | livello metadati (da 0 a +3) | formato robusto (da 0 a +2) | device independent (+4) | testo/binario (0) | TOT |
|-----|---|-------------------|------------------|---------------------|-----------------------|--------------------------|------------------------------|-----------------------------|-------------------------|-------------------|-----|
| txt | file di testo composto da sequenze di caratteri secondo diverse codifiche (ASCII, ISO 8859, UTF-8)  | 2                 | -                | 3                   | 4                     | 2                        | 0                            | 0                           | 4                       | 0                 | 15  |
| p7m | formato di file firmato digitalmente composto da busta crittografica secondo gli standard RFC ed ETSI   | 2                 | 3                | 3                   | 4                     | 2                        | 2                            | 2                           | 4                       | 0                 | 22  |
| p7e | formato file cifrato con una chiave privata, con parola chiave segreta, con un certificato pubblico (file p12 o presente su smart-card) ed opzionalmente anche firmato digitalmente   | 2                 | 3                | 3                   | 4                     | 2                        | 2                            | 2                           | 4                       | 0                 | 22  |
| p7s | formato detached di firma digitale presente nei messaggi di posta elettronica conformi al protocollo S/MIME   | 2                 | 3                | 3                   | 4                     | 2                        | 2                            | 2                           | 4                       | 0                 | 22  |
| tsr | file contenente solo i dati della marcatura temporale secondo lo standard RFC 3161, non il contenuto dello stesso, che deve essere associato al momento della verifica  | 2                 | 3                | 3                   | 4                     | 2                        | 2                            | 2                           | 4                       | 0                 | 22  |
| tsd | file contenente il documento marcato e i dati della marcatura temporale secondo lo standard RFC 3161  | 2                 | 3                | 3                   | 4                     | 2                        | 2                            | 2                           | 4                       | 0                 | 22  |
| log | formato testuale strutturato contenente informazioni di registro di software, dispositivi e sistemi operativi, anche in riferimento ai processi di firma elettronica avanzata. Gli standard di riferimento sono gli RFC 3164, 5424. | 2                 | 3                | 3                   | 4                     | 2                        | 2                            | 2                           | 4                       | 0                 | 22  |