



Compressed file format workflow

Use this workflow to inform decision on handling electronic records found in a compressed format. The following definitions apply:

Compressed file format: A file format specifically designed to *contain* other files, without additional utility in a specific computer program, while reducing storage size using compression.

Common compressed formats: .zip

Uncommon compressed formats: .tar; .tar.gz; .7zip

Green indicates decisions/handling by the processing archivist, **blue** indicates decisions/handling by TDA staff