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**MINISTRY OF INFORMATION SOCIETY AND ADMINISTRATION**

Pursuant to Article 60 paragraph (9) of the Law on Electronic Documents, Electronic Identification and Trust Services (\*) (“Official Gazette of Republic of North Macedonia” no. 101/19 and 275/19), the Minister of Information Society and Administration adopted the following

**RULEBOOK ON THE STANDARDS FOR ELECTRONIC PRESERVATION AND QUALIFIED ELECTRONIC PRESERVATION OF THE DOCUMENTS**

**Article 1**

The Rulebook herein shall prescribe the standards for electronic preservation and qualified electronic preservation of documents.

**Article 2**

The electronic preservation of documents shall be done according to the following standards:

-  PREMIS for metadata;

-  ISO 15489-1:2016;

-  ISO 23081-1:2006;

-  ISO/TS 23081-2:2007;

-  ISO 16175-1:2010 (ICA);

-  ISO 16175-2:2011 (ICA);

-  ISO 16175-3:2010 (ICA);

-  ISO 22643:2003 (CCSDS 647.3-B-1:2002);

-  ISO/IEC 19757-3:2016.

**Article 3**

The electronic preservation of textual documents shall be done in PDF/A-2 format.

The qualified electronic preservation of textual documents shall be done in PDF/A-3 format.

**Article 4**

The electronic preservation of graphic documents shall be done in JPEG format.

The qualified electronic preservation of graphic documents shall be done in PNG, TIFF, PDF, BMP or RAW format.

**Article 5**

The electronic preservation of audio documents shall be done in OGG, MP4, MP3 or equivalent format.

The qualified electronic preservation of audio documents shall be done in WAV, ALAC, FLAC or equivalent format.

**Article 6**

The electronic preservation of audio-visual records shall be done in AVI format.

The qualified electronic preservation of audio-visual records shall be done in MKV, FLV or equivalent format.

**Article 7**

The electronic preservation and qualified electronic preservation of tables shall be done in XLSX format.

**Article 8**

The Rulebook herein shall enter into force on the next day as of the day of publishing thereof in the “Official Gazette of the Republic of North Macedonia”.

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| No. 11/1-1169/3 | Minister of Information |
| 21 February 2020 | Society and Administration |
| Skopje | **Damjan Mancevski** |