

3. SPREADSHEETS AND DATASETS

Definition / examples

Structured collections of data; spreadsheets organize data in a tabular format and can be manipulated and used in calculations.

Acceptable formats	<u>Preservation format</u>	<u>Access format</u>	<u>Level of support</u>
Comma Separated Values (csv)	Original	Original	Full
Microsoft Excel (xls, xlsx)	Original	Original	Watch
OpenDocument Spreadsheet (ods)	Original	Original	Full

Do not transfer	<u>Preservation format</u>	<u>Access format</u>	<u>Level of support</u>
Google Document Link File (gsheet)	n/a	n/a	Cannot be preserved