

## **Action Plan: Plain Text**

**Implementation Date:** 03-19-03

**Last Review:** 08-24-07

### **1. Ingest Processing**

- Identification: Yes, by parsing the entire file or the first 65536 characters for large files. Plain Text can only contain octets with hexadecimal value in the range of [0x07, 0x0d], [0x20, 0x7e], [0x80, 0xfe], and 0x1b.
- Validation: Yes. Same rules as identification.
- Characterization: Yes. Extracted format metadata are described in Section 2.1 of Plain Text Action Plan Background.
- Normalization: No.
- Migration: No.

### **2. Significant Properties**

Plain text exhibits the following significant properties<sup>1</sup>. It is intended to preserve and evaluate these significant properties when adopting migration or normalization policy in the future.

- Content: All content, including every character, will be preserved.
- Context: N/A. Plain Text does not contain metadata to describe the environment where it was originally created or used.
- Behavior: N/A. Plain Text does not provide interactive characteristics.
- Structure: The location of every linebreak will be preserved. There is no other predefined structure for Plain Text.
- Appearance: N/A. Plain Text does not store appearance attributes such as font (including font size or font style), color, alignment, etc.

### **3. Long-term Preservation Strategy**

#### **3.1 Long-term Preservation Strategy for the Original**

Plain text files will be preserved “as is”.

#### **3.2 Long-term Preservation Strategy for the Normalized Version(s)**

Not applicable

### **4 Timetable of Anticipated Short-term Actions**

No actions

### **5 Timetable of Action Plan Review and Revisal**

Review and revise action plan in 5 years (Aug 2012).

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<sup>1</sup> “From digital volatility to digital permanence, Preserving text documents”, Jacqueline Slats, The Hague, November 2003, <http://www.digitaleduurzaamheid.nl/bibliotheek/docs/volatility-permanence-textdocs-en.pdf>