

# Conditions for Accepting Documents at the Mailroom

## ÚFE accepts electronic documents in the following formats:

- pdf (Portable Document Format),
- PDF/A, ISO 19005 (Portable Document Format for the Long-term Archiving),
- odt (Open Document Text), ods (Open Document Spreadsheet),
- txt (plain text, CP-852, CP-1250, UTF-8 encoding),
- rtf (Rich Text Format),
- doc (MS Word Document),
- xls (MS Excel Spreadsheet),
- ppt (MS PowerPoint Presentation),
- jpg/jpeg (Joint Photographic Experts Group),
- png (Portable Network Graphics),
- tiff (Tagged Image File Format),
- gif (Graphics Interchange Format),
- mpeg1/mpeg2 (Moving Picture Experts Group Phase 1/Phase 2),
- wav (Waveform Audio Format),
- mp2/mp3 (MPEG-1 Audio Layer 2/Layer 3).

## Other requirements

- Size of data message submitted by standard electronic mail: **10 MB**
- Message size delivered via data mailbox: **10 MB**
- Technical requirements for image documents: scanning resolution of at least 300 x 300 dpi, colour depth of at least 24 bits or 256 greyscale if black and white conversion only.
- Supported transmission media: **CD/DVD, USB flash memory stick.**

### **ÚFE does not accept:**

- Compressed, encrypted or executable files or files that will be password protected,
- data files containing ' **malicious code** ' (a faulty data format or computer program capable of causing damage to the MÚA's information system, software or information, or capable of damaging the ÚFE through misuse of information). The manifestation of malicious code is also a condition in which the document is not perceptible to the user - not readable.
- In the event of delivery of an electronic or analogue document for which a malicious code has been detected and the sender's contact details or electronic address can be identified from it, the MCA shall inform the sender of the detected defect in the document and determine the further procedure for its removal. **If the ÚFE fails to remove the defect in the document in cooperation with the sender or if the sender cannot be identified, the ÚFE shall not process the document.**
- Supported transmission media: **CD/DVD, USB flash memory stick.**

**Responsibility (including legal responsibility) for compliance with the above conditions rests with the sender.**