### Cabinet for Health and Family Services (CHFS) Standards

**Category: 2000 Software Domain**

**2330 – Electronic Documents: Non-Alterable** (formerly CHFS Standard #022.001)

**Definition:**

As Per COT #2330:

Software that supports the management and stewardship of a type of information by the government in order to facilitate communication and information archival.

**Rationale:**

As Per COT #2330:

*The file format standard for non-editable documents must offer freely available and easy-to-use client software for viewing documents distributed electronically. The file format must be cross-platform and work with most operating systems on the client side. The format must be capable of easy viewing and download from state government websites. The file creation software must provide for the creation of a read-only format that may be secured and rendered non-alterable by end users.*

**Approved Standard(s)**:

Portable Document Format (PDF)

Tagged Image File Format (TIFF) for Scanning and Imaging solutions

Post Script(PS) for Mailroom Printing

**Approved Product(s)**:

* Adobe Acrobat Reader
* See CHFS Standard #2310 – Business Intelligence and Reporting Software

**Justification/Comments**:

Certain electronic documents need to be created and distributed in a read-only format for protection of the content. Acrobat lets you view, print, annotate and collate electronic documents. It includes the PDF Writer driver for creating PDF files from most applications and also lets users add bookmarks and hypertext links to their documents. Acrobat is used to convert PostScript files into the PDF Format and allows for the creation of thumbnails. Acrobat Reader is the free client software for reading PDF files. It may operate as a plug-in for the web browser and is easily available and installed.

**Exceptions:**

Any exceptions to this standard must follow the procedures established in CHFS IT Policy #070.203.

**Review Cycle:**

Annually

**Timeline:**

Last reviewed: 03/31/2

Next review: 3/01/25

**Cross Reference**

* COT Standard #2330 - Electronic Documents: Non-Alterable
* CHFS Standard #2310 – Business Intelligence and Reporting Software

**Link to all COT Software Domain Standards:**

[KITS\_Report.pdf (ky.gov)](https://cgp.ky.gov/sites/COTPUBDOCS/Standards/KITS_Report.pdf)

**Link to all CHFS IT Standards:**

[CHFS IT Standards - Cabinet for Health and Family Services (ky.gov)](https://chfs.ky.gov/agencies/os/oats/Pages/itstandards.aspx)

**Link to all CHFS IT Policies:**

[CHFS IT Policies - Cabinet for Health and Family Services (ky.gov)](https://chfs.ky.gov/agencies/os/oats/Pages/ITpolicies.aspx)