



Submission of Digital Files Information Sheet

Please complete the following form and submit it along with the digital files requested.

In the instance where a question might be answered better through an existing document, please include it in the email and specify which question it is assigned to.

The series of questions that follow are designed to serve several functions for both the CCA and also for the donor. The information sheet is designed to facilitate: email and specify which question it is assigned to.

- *An understanding of individual files, their interrelation to each other, and their relationship to specific projects*
- *Sorting and organization of files*
- *The selection of files for archival ingest*
- *Access to the files*
- *Long-term preservation of the files*
- *Monetary appraisal and evaluation (if applicable)*

It is advised to use a sufficient amount of time to allow the donor to:

- *Consider who within your organization can best answer the questions*
- *Allow these individuals to create thorough responses*

In order to be most useful, responses to these questions should be carefully considered and sufficiently thorough. It may be helpful to note that the questions can be generally described as being either computing/information technology oriented or organization/project management oriented.

1. GENERAL QUESTIONS

1.1 ORGANIZATION AND PROJECTS

- Please describe your firm (i.e. number of employees, principals, year of foundation)
- Please list the projects that you are submitting
- Are some of the submitted files unrelated to a specific project? (i.e. Website, database, etc.)
- What is the time period that is covered by all of the donations collectively? (This will be the start date of the earliest project and the finish date of the most recent project)

1.2 DIGITAL FILES RELATED PROCEDURES

- What is your file naming protocol and can you provide us with a document describing this?

- Do you have a naming protocol in place for layers contained within files i.e. CAD, Adobe Suite,...
- If some of your files have dependencies i.e. linked files or associated files that are essential, do you have systems in place for preserving those links? If yes, please describe.
- Do you use versioning software? If 'yes' please name this software. If 'no', are there specific instructions given to staff for how to assign versions to files? (i.e. this might be putting certain files in specific directory, naming, etc.)
- Do you backup your files? If 'yes', please describe the software and/or hardware that you have used to do this over time
- Indicate any known limitations to accessing your backups
- Is a password required to access the software? If 'yes', please provide
- In creating files, did you rely on 'share folders' or libraries for certain resources like fonts, surface textures, etc.? If these 'share folders' become dissociated with files, the files can lose information. If you used these 'share folders', please:

Specify the topology

Indicate if these libraries are included with the submitted files

Provide these files with the submitted files

1.3 COMPUTING AND NETWORK ENVIRONMENT

- Were the files kept on a network or local drive?
- Can you provide us with a schema of your computing network?
- Do you have a records management system or document management system used internally (i.e. Microsoft Sharepoint, or other)? If 'yes':
What operating system (OS) do your server and workstations exist on?
- Please name the records management software that you use
- Before submitting a file to the system, do you add any metadata to the file (i.e. keywords)? If 'yes', please name the fields that are regularly filled
- Do you rely on a specific vocabulary for entering metadata? If 'yes', please describe the vocabulary used. Please provide a document describing the vocabulary, if possible

2.1 PROJECT HISTORY

- Please describe the project
- Do you have an updated document containing the project schedule?
- Can you provide us with a list of the names and titles of personnel that worked on this project/these projects? This will be useful in determining what role various people may have played in creating and/or modifying electronic documents

2.2 PROJECT: DIGITAL FILES

Understanding what software was used to create a file is essential for its access and preservation. Also, understanding the information associated with a file, such as its name, date, or modification history, can facilitate several things, including a sense of how a project was executed. This same information can also be essential in all stages of compiling a digital archive, from accessing files to arranging and selecting them.

- Describe the design process in relation to the various software used. In particular, we are interested in knowing a typical software workflow leading to the files that we are receiving
- What is the logic of the file structure and how does it relate to the evolution of the project?
- Are passwords needed to access certain files or software? If 'yes', please provide
- Was any custom software (non-proprietary software) used to create any of these files? If 'yes', do you still have this software?

Please provide this software on CD with any installation instructions

- What software did you use to create CAD/BIM files?
- If files were created by the use of several software packages, please describe the work process that involved these software packages. (please give details of workflow)
- Knowing how files may have changed since their creation is useful information. Should we be aware of any particular file migrations (conversions) that may have affected groups of files? Please consider and describe
- Do you use parametric scripting during your design process? If yes, please provide the coded script if it is still accessible.

2.2 QUESTIONS REGARDING INTELLECTUAL PROPERTY

- I am familiar with the digital files included in the proposed donation and I can comment on the status of the intellectual property

YES

NO

If the answer is NO, who at your firm is familiar with the intellectual property of this material?

- Do you or your firm own copyright to all the work produced by employees or other contracted workers (i.e. they are "work for hire") in relation to the donated digital files?

YES

NO

- Do any employees, interns, consultants or other collaborators own any intellectual property to any part of the digital files that you are donating?

YES

NO

- Have you written any original software or code in relation to the digital files that you are donating?

YES

NO

- Have any employees, interns, consultants or other collaborators written any codes or software which they claim as being their intellectual property in any of the digital files that you are donating?

YES

NO

- Have you or anyone in your office incorporated any works protected by copyright, trademarks or patents belonging to third parties which are part of the donated digital files?

YES

NO

- Have you cleared any copyrights or obtained permissions to works which have been incorporated in the donated digital files for which there may be restrictions?

YES

NO

- Are there any legal requirements in regard to the crediting of any of the donated materials? eg. Do any employees, collaborators or consultants need to be credited when the work is presented.

YES

NO

Please check the appropriate boxes if the software is used during the specific phase of design

Conceptual Phase	Design Development	Construction Documents
Schematic Diagrams, Research, Concept Sketches	Preliminary design of building system with consultation with engineers, Presentation of design development to Owner, Review of project cost estimate with Owner, Owner review and input, Design finalized.	Working drawings and specifications production, Owner review.
SOFTWARE		
AutoDesk® 3Ds Max®	AutoDesk® 3Ds Max®	AutoDesk® 3Ds Max®
AutoCAD® (AutoCAD® For Mac, AutoCAD® Architecture)	AutoCAD® (AutoCAD® For Mac, AutoCAD® Architecture)	AutoCAD® (AutoCAD® For Mac, AutoCAD® Architecture)
Autodesk®	Autodesk®	Autodesk®
Revit®	Revit®	Revit®
Form-Z™	Form-Z™	Form-Z™
Maya®	Maya®	Maya®
CATIA	CATIA	CATIA
SolidWorks	SolidWorks	SolidWorks
Graphisoft® ArchiCAD®	Graphisoft® ArchiCAD®	Graphisoft® ArchiCAD®
Digital Project	Digital Project	Digital Project
Rhino (Rhinoceros®)	Rhino (Rhinoceros®)	Rhino (Rhinoceros®)
Sketch Up	Sketch Up	Sketch Up
Adobe® Illustrator®	Adobe® Illustrator®	Adobe® Illustrator®
Microstation®	Microstation®	Microstation®
Adobe® Indesign®	Adobe® Indesign®	Adobe® Indesign®
Adobe® Photoshop®	Adobe® Photoshop®	Adobe® Photoshop®
Non-Proprietary Software	Non-Proprietary Software	Non-Proprietary Software
Other:	Other:	Other:
PLUG-INS		
Name:	Name:	Name:
Associated Software:	Associated Software:	Associated Software:
Name:	Name:	Name:
Associated Software:	Associated Software:	Associated Software:
Name:	Name:	Name:
Associated Software:	Associated Software:	Associated Software: