# BagIt Profiles

Last updated: August 19, 2025

SFU Archives uses Bags to structure digital transfer packages in the transfer process.

- A Bag is a set of directories and files structured according to the BagIt File Packaging Format ([RFC 8493](#)).

- A Bag consists of the files being transferred / stored (the "payload") and metadata about them, including the checksums of each file in the payload.

- Checksums can be used to verify data integrity over time: the same algorithm applied to the same set of files should produce the same set of checksums; if they are different, some data has been changed, lost or corrupted.

- The Archives encourages producers to use [DART](#) (Digital Archivist's Resource Tool) to create transfer packages as Bags when sending records to Archives.

- The Archives uses [DART](#) to validate transfers received as bags.

A [BagIt Profile](#) defines a particular implementation of the BagIt specification by setting out how BagIt's optional components should be handled in the creation of particular Bags. A profile:

- Indicates which of BagIt's many optional tags (fields) should be included in the bag.

- Defines custom tags.

- Specifies the obligation status of particular tags (required or optional).

- Associates controlled vocabularies or default values for particular tags.

DART supports use of BagIt Profiles to create and validate Bags. The Archives has created five BagIt profiles for use with DART in different contexts.

- BagIt profiles must be saved as json files to a public url; the Archives uses its GitHub site for this.
- Profile names include their version number in the name itself.
- Older versions of the profiles are retained to enable validation against packages that were created in accordance with the earlier versions.
- See the Archives' BagIt Profiles spreadsheet for a side-by-side comparison of each profile.

## ⌃ University records transfers

### Purpose

Used by SFU departmental staff to create transfer packages when sending university records due for transfer to the Archives.

- Data integrity can be verified post-transfer.
- Staff-supplied metadata relating to the transfer and description of the materials is captured and stored with the records.
- Does not include tag for collection notice (captures business contact information only).
- Includes tag for records retention schedule (RRSDA).

### Tags

Custom fields starred (*), required fields bolded.

- Bag-Count
- Bag-Group-Identifier
- Bag-Size

- Bagging-Date

- Bagging-Software

- **Contact-Email**

- **Contact-Name**

- Contact-Phone

- **Contact-Position-Title (*)**

- **External-Description**

- External-Identifier

- **Organization-Address**

- Payload-Oxum

- RRSDA (*)

- **Source-Organization**

## Public url

Current version 1.0

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/refs/heads/master/bagit-profiles/university-records-transfer-v1-
0.json
```

# ⌃ Non-SFU organization records transfers

## Purpose

Used by private donors sending transfers to Archives of privately donated organizational records.

- Data integrity can be verified post-transfer.

- Donor-supplied metadata relating to the transfer and description of the materials is captured and stored with the records.

- Includes collection notice (default value) and tags for information relating to the organization.

## Tags

Custom fields starred (*), required fields bolded.

- Bag-Count
- Bag-Group-Identifier
- Bag-Size
- Bagging-Date
- Bagging-Software
- Collection-Notice (*)
- **Contact-Email**
- **Contact-Name**
- Contact-Phone
- **Contact-Position-Title (*)**
- **External-Description**
- External-Identifier
- Organization-Address
- Payload-Oxum
- **Source-Organization**

## Public url

Current version 1.0

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/refs/heads/master/bagit-profiles/private-organization-transfer-v1-
0.json
```

## ⌃ Personal archives transfers

## Purpose

Used by private donors sending transfers to Archives of privately donated personal records.

- Data integrity can be verified post-transfer.

- Donor-supplied metadata relating to the transfer and description of the materials is captured and stored with the records.

- Includes collection notice (default value), tags for organizational information omitted.

## Tags

Custom fields starred (*), required fields bolded.

- Bag-Count
- Bag-Group-Identifier
- Bag-Size
- Bagging-Date
- Bagging-Software
- Collection-Notice (*)
- **Contact-Email**
- **Contact-Name**
- Contact-Phone
- **External-Description**
- External-Identifier
- Internal-Sender-Description
- Internal-Sender-Identifier
- Payload-Oxum

## Public url

Current version 1.0

https://raw.githubusercontent.com/SFU-Archives/digital-repository-utilities/refs/heads/master/bagit-profiles/personal-archives-transfer-v1-0.json

## ⌃ Archives in-house digitization output

### Purpose

Used by Archives' staff to package the output of in-house digitization projects.

- Data integrity can be verified as needed as digitized files may be moved / stored temporarily on various drives and computers prior to ingest to Archivematica.

- Metadata relating to the digitization process is captured and stored with the records.

- Staff name captured, but contact information not required.

### Tags

Custom fields starred (*), required fields bolded.

- Bag-Count
- Bag-Group-Identifier
- Bag-Size
- Bagging-Date
- Bagging-Software
- **Contact-Name**
- **Contact-Position-Title (*)**
- Digitization-By (*)
- **Digitization-Date-End (*)**
- Digitization-Date-Start (*)
- Digitization-Hardware (*)
- Digitization-Notes (*)

- Digitization-Resolution (*)
- Digitization-Software (*)
- **External-Description**
- External-Identifier
- Payload-Oxum
- **Source-Organization**

## Public url

Current version 1.0

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/refs/heads/master/bagit-profiles/digitization-sfu-archives-v1-0.json
```

# ∧ Outsourced digitization work

## Purpose

Used by digitization vendors sending to Archives digitized copies of analog original records, where digitization has been outsourced.

- Data integrity can be verified post-transfer.
- Vendor-supplied relating to the digitization process is captured and stored with the records.

## Tags

Custom fields starred (*), required fields bolded.

- Bag-Count
- Bag-Group-Identifier
- Bag-Size
- Bagging-Date

- Bagging-Software
- **Contact-Email**
- **Contact-Name**
- Contact-Phone
- **Contact-Position-Title (*)**
- Digitization-By (*)
- **Digitization-Date-End (*)**
- Digitization-Date-Start (*)
- Digitization-Hardware (*)
- Digitization-Notes (*)
- Digitization-Resolution (*)
- Digitization-Software (*)
- **External-Description**
- External-Identifier
- **Organization-Address**
- Payload-Oxum
- **Source-Organization**

## Public url

Current version 1.0

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/refs/heads/master/bagit-profiles/digitization-outsourced-v1-0.json
```

## ⌃ Links

BagIt File Packaging Format specification (RFC 8493):

- https://datatracker.ietf.org/doc/html/rfc8493

BagIt Profiles Specification:

- Current version 1.4.0
- https://bagit-profiles.github.io/bagit-profiles-specification

SFU Archives BagIt Profiles:

- https://github.com/SFU-Archives/digital-repository-utilities/tree/master/bagit-profiles

DART:

- SFU Archives DART page
- AP Trust (developer) website: https://aptrust.org
- AP Trust DART GitHub repository: https://github.com/APTrust/dart

| Key: | |
| --- | --- |
| AUTO | Automatically entered by app |
| DE | Default value |
| MA | Mandatory |
| N/A | Not applicable |
| OP | Optional |

| Tag / field | Description | University records | Private organization | Personal archives | Digitization in-house | Digitization out-sourced |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard BagIt tags** | | | | | | |
| Bag-Count | Bag number and count of bags in transfer; two numbers separated by "of", e.g. "1 of 3" | OP | OP | OP | OP | OP |
| Bag-Group-Identifier | Transfer number (university records), Accession number (private records), Processing Project (digitization) | OP | OP | OP | OP | OP |
| Bag-Size | Size of bag; automatically generated by DART | AUTO | AUTO | AUTO | AUTO | AUTO |
| Bagging-Date | Date the content was bagged in preparation for transfer; automatically generated by DART in form YYYY-MM-DD | AUTO | AUTO | AUTO | AUTO | AUTO |
| Bagging-Software | Software used to create the bag; automatically generated by DART | AUTO | AUTO | AUTO | AUTO | AUTO |
| Contact-Email | Sender's email address; used by Archives to follow up with sender if required | MA | MA | MA | N/A | MA |
| Contact-Name | Person responsible for sending the transfer; should be knowledgeable about transfer contents as this is the person the Archives will follow up with as needed | MA | MA | MA | MA | MA |
| Contact-Phone | Sender's phone number; used by Archives to follow up with sender if required | OP | OP | OP | N/A | MA |
| External-Description | Brief description of the contents of the transfer as provided by sender | MA | MA | MA | MA | OP |
| External-Identifier | Unique identifier provided by sender's organization; leave blank if not applicable | OP | OP | OP | N/A | OP |

| Tag | Description | | | | | |
|-----|-------------|---|---|---|---|---|
| Internal-Sender-Description | Not used by Archives | N/A | N/A | N/A | N/A | N/A |
| Internal-Sender-Identifier | Not used by Archives | N/A | N/A | N/A | N/A | N/A |
| Organization-Address | SFU campus (university transfers) or sender / organziation's mailing address (private transfers) | MA | OP | OP | N/A | OP |
| Payload-Oxum | Octetstream of the payload; automatically generated by DART | AUTO | AUTO | AUTO | AUTO | AUTO |
| Source-Organization | Name of the organization that created the records being packaged for transfer; not applicable to Personal archives transfers | MA | MA | N/A | DE | MA |
| **SFU custom tags** | | | | | | |
| Collection-Notice | A collection notice entered as a default value for private transfers; also appears as tooltip help | N/A | DE | DE | N/A | N/A |
| Contact-Position-Title | Sender's job title | MA | MA | N/A | MA | MA |
| Digitization-By | Archives staff responsible for digitization project | N/A | N/A | N/A | MA | MA |
| Digitization-Date-Start | Start date of digitization project | N/A | N/A | N/A | OP | OP |
| Digitization-Date-End | End date of digitization project | N/A | N/A | N/A | MA | MA |
| Digitization-Hardware | Hardware used in digitization | N/A | N/A | N/A | OP | OP |
| Digitization-Software | Software used in digitization | N/A | N/A | N/A | OP | OP |
| Digitization-Resolution | Resolution in dpi | N/A | N/A | N/A | MA | OP |
| Digitization-Notes | Any notes on digitization project | N/A | N/A | N/A | OP | OP |
| RRSDA | Records Retention Schedule and Disposal Authority applicable to the records packaged; can taken multiple values (separate with comma); only applies to university transfers | OP | N/A | N/A | N/A | N/A |

| | |
|---|---|
| BagIt Profiles | Home URLs |
| Last updated: | August 18, 2025 |

| Profile | URL |
|---|---|
| SFU university records transfer | https://raw.githubusercontent.com/SFU-Archives/digital-repository-utilities/refs/heads/master/bagit-profiles/university-records-transfer-v1-0.json |
| Private organization transfer | https://raw.githubusercontent.com/SFU-Archives/digital-repository-utilities/refs/heads/master/bagit-profiles/private-organization-transfer-v1-0.json |
| Personal archives transfer | https://raw.githubusercontent.com/SFU-Archives/digital-repository-utilities/refs/heads/master/bagit-profiles/personal-archives-transfer-v1-0.json |
| Digitization SFU Archives | https://raw.githubusercontent.com/SFU-Archives/digital-repository-utilities/refs/heads/master/bagit-profiles/digitization-sfu-archives-v1-0.json |
| Digitization outsourced | https://raw.githubusercontent.com/SFU-Archives/digital-repository-utilities/refs/heads/master/bagit-profiles/digitization-outsourced-v1-0.json |