

DIGITAL TRANSFER CHECKLIST

Use this checklist when preparing digital materials for transfer. For full procedures, see *Transferring Digital Records to SFU Archives (PRC-57)*.

Pre-transfer

- ☐ Digital Transfer Account obtained
- ☐ SFU MoveIt application downloaded

Records suitable for transfer

- ☐ The records are covered by an RRSDA or Donation Agreement
- ☐ The records are scheduled for archival transfer (not destruction)
- ☐ Your department is the Office of Primary Responsibility (OPR) for the records
- ☐ The retention period for the records has expired

Packaging

- ☐ Transfer Project folder created
- ☐ Folders and files moved to Transfer folder(s)
- ☐ All passwords / encryption removed from files
- ☐ File formats are included on the [Format Policy Registry](#)
- ☐ Transfer folder is less than 2 GB
- ☐ Transfer metadata entered on SFU MoveIt
- ☐ Transfer package created and moved to Transfer Project folder

Upload

- ☐ Transfer package uploaded to your deposit folder on SFU Vault
- ☐ Confirmation of receipt from Archives received

Validation and ingest

- ☐ Clarifications provided to Archives on request

Completion

- ☐ *Transfer Completed Notice* received from Archives
- ☐ Notice filed to your records
- ☐ Transfer folders and packages deleted