

DIGITAL TRANSFER VALIDATION CHECKLIST

This checklist is intended for use by an archivist when validating transfers that were packaged with SFU MoveIt and sent to the Archives via SFU Vault. For procedures from the producer's point of view, see *Transferring Digital Records to SFU Archives (PRC-57)*.

Facet	Check	Test	Action
<i>Package</i>	<input type="checkbox"/>	Does not have validate Bag structure	Contact, re-send
	<input type="checkbox"/>	Pre- and post-transfer checksums do not match	Contact, re-send
	<input type="checkbox"/>	Producer-supplied metadata not complete	Contact
<i>Agent</i>	<input type="checkbox"/>	Person does not have a Digital Transfer Account	Contact
<i>University records</i>	<input type="checkbox"/>	Records are not covered by an RRSDA	More analysis
	<input type="checkbox"/>	RRSDA has final disposition = "Destroy"	Reject, contact
	<input type="checkbox"/>	Total retention period has not expired	Contact
	<input type="checkbox"/>	Department is not the OPR	More analysis
<i>Private records</i>	<input type="checkbox"/>	Records are not covered by a Donation Agreement	Reject, contact
<i>Files and formats</i>	<input type="checkbox"/>	Includes files with viruses or malware	Isolate, contact
	<input type="checkbox"/>	Includes password-protected or encrypted files	Isolate, contact
	<input type="checkbox"/>	Includes corrupted files	Isolate, contact
	<input type="checkbox"/>	Includes file formats with level of support = "Watch"	Note
	<input type="checkbox"/>	Includes file formats with level of support = "Bit level"	Note, contact
<i>Contents</i>	<input type="checkbox"/>	Actual records do not match producer's descriptions	More analysis
	<input type="checkbox"/>	Actual records do not have archival value	Reject, contact
	<input type="checkbox"/>	Includes sensitive personal / confidential information	Note
	<input type="checkbox"/>	Includes high-risk third-party copyright-protected materials	Note
<i>Relation to existing holdings</i>	<input type="checkbox"/>	Includes files previously transferred	More analysis, contact

.. / See over for *Explanation of actions*

Explanation of actions

Contact	Follow up with the person who made the transfer to request clarifications, explain options
Isolate	Isolate the records in question from the rest of the transfer pending follow-up and final decision
More analysis	Do more analysis (inspection, follow-up with contact, research) to determine whether the transfer should be accepted
Note	Make a note in the Accession or AIP record as appropriate to flag for future management actions
Reject	Reject the transfer; always contact the producer to explain rationale, options
Re-send	Have the producer re-send the transfer