

DIGITAL TRANSFER VALIDATION CHECKLIST

This checklist is intended for use by an archivist when validating transfers sent to SFU Archives. For procedures, see the Archives' [GitHub site > Digital Transfer](#).

Aspect	Test	Flag	Action
Transfer Package	Has valid Bag structure?	<input type="checkbox"/> No	Contact, re-send
	Pre- and post-transfer checksums match?	<input type="checkbox"/> No	Contact, re-send
	Producer-supplied metadata complete?	<input type="checkbox"/> No	Contact
Agent	Is the depositor authorized to transfer records on behalf of producer?	<input type="checkbox"/> No	Contact
University records	Records covered by an RRSDA?	<input type="checkbox"/> No	More analysis
	Records scheduled for destruction?	<input type="checkbox"/> Yes	Reject, contact
	Total retention period expired?	<input type="checkbox"/> No	Contact
	Is department the OPR?	<input type="checkbox"/> No	More analysis
Private records	Records covered by a Donation Agreement or requested by Archives for appraisal?	<input type="checkbox"/> No	Reject, contact
Files and formats	Includes files with viruses or malware?	<input type="checkbox"/> Yes	Isolate, contact
	Includes password-protected or encrypted files?	<input type="checkbox"/> Yes	Isolate, contact
	Includes corrupted files?	<input type="checkbox"/> Yes	Isolate, contact
	Includes unusual file formats for which the Archives has no preservation plan?	<input type="checkbox"/> Yes	Note, contact
Contents	Actual records match producer's descriptions?	<input type="checkbox"/> No	More analysis
	Actual records have archival value?	<input type="checkbox"/> No	Reject, contact
	Includes sensitive personal / confidential information?	<input type="checkbox"/> Yes	Note
	Includes high-risk third-party copyrighted materials?	<input type="checkbox"/> Yes	Note
Relation to existing holdings	Includes files previously transferred?	<input type="checkbox"/> Yes	More analysis, contact

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