UNIVERSITY SECRETARIAT | ARCHIVES AND RECORDS MANAGEMENT DEPARTMENT

SFU Archives Standard Digital Transfer: Appendices (PRC-57)

Last updated: January 28, 2021
Status: Revised (v4.2)

Appendices: Overview

Transfer procedures are described in separate, point-of-view documents for SFU departmental staff and private donors ("producers") and for archivists. These appendices contain information that may be useful for both.

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- Download the appendices as a single pdf (snapshot created Jan 28, 2021).

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Appendix A. Digital Transfer Metadata

SFU MoveIt requires users to enter transfer information into a number of fields. It captures the data as part of the transfer package, writing it to the `bag-info.txt` file. This page describes each field.

- For workflow, see the producer procedures, step 2.3.
- Always complete each field that is applicable.
- Mandatory fields are indicated with an asterisk (*).

Contact information

A set of five fields describes the person who is the **transfer contact**. This is:

- The person who is responsible for creating the package.
- The person whom the Archives will seek out for follow-up questions and clarifications.

The first time a user opens SFU MoveIt, **contact information** fields will be blank; subsequently the app saves the last-entered data for the next session.

Contact Name (*)

Enter your name in any format, e.g. `FirstName LastName` or `LastName, FirstName`.

- Always include your full first name, not just an initial.

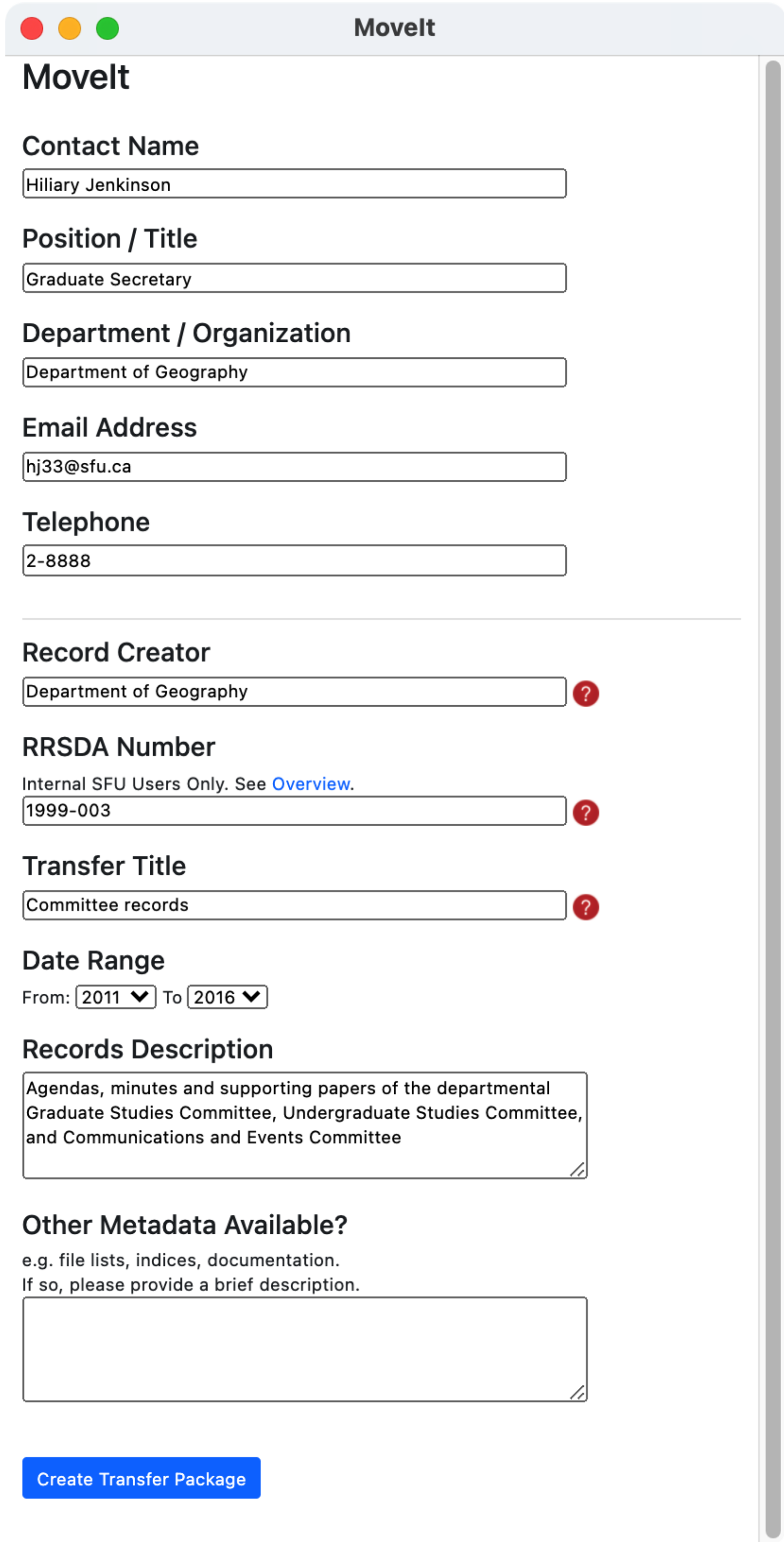
Position / Title

Give your official job title.

Department / Organization

Provide the name of your SFU department (for university records) or organization (for privately donated records).

- Use the full name, e.g. "Department of Geography" rather than just "Geography".



Email Address (*)

Provide your business contact email.

- For SFU staff transferring university records, this should always be your `@sfu` email address.

Telephone

Give the phone number at which you can be reached during business hours.

- An archivist may call you to request clarifications during transfer validation.
- For SFU contacts, it is fine to give the abbreviated number, e.g. 2-2380.

Records description

The remaining fields describe the materials being transferred.

Records Creator

Enter the name of the department, organization, or person responsible for creating and maintaining the records.

- For university records, this should be the full name of the unit (e.g. "Department of English" rather than just "English").

- For privately donated materials, this should be the same as the entity named in the Donation Agreement.

Often the value in this field will be the same as the Department / Organization entered above, but they can be different. For example, your department (the unit for which you work) is **Student Services** but the records themselves were created by the **Senate Committee on Undergraduate Studies** (SCUS).

- Here one body (Student Services) is acting as the secretariat for a different body (SCUS) that created the records.
- `Department / Organization` = "Student Services"; `Records Creator` = "Senate Committee on Undergraduate Studies".

RRSDA Number

Use for SFU transfers only: enter the Records Retention Schedule and Disposal Authority (RRSDA) that applies to the records.

- Private donors should leave this field blank.
- Enter the RRSDA number in the form `YYYY-NNN` (e.g. "1999-003").
- Note that the 4-digit prefix in an RRSDA number just represents the year in which the schedule was drafted. It has no significance for application, i.e. as long as the RRSDA is **in force** it applies to records created in any given year.
- For a list of all RRSDAs, see the online Directory of University Records (DUR).
- **Records subject to different RRSDAs must be packaged separately.**

Transfer Title (*)

Give a brief title that reflects the contents of the transfer.

- For university records, model the title on the name of the applicable RRSDA, but be more specific when appropriate (e.g. "Departmental Graduate Studies Committee files" rather than just "Committee files").
- SFU MoveIt uses the `Transfer title` as the name of the transfer package zip file.

Date range

Pick the start and end years for the range covered by the records, oldest to most recent (e.g. "2010–2014").

- If uncertain, give your best estimate.
- Use the `Records Description` field to elaborate if required.

Records Description

Enter any descriptive information that will help the Archives understand what the records are and how they were created and maintained.

- **If the records contain known confidential or sensitive personal information, indicate this in the description.**

Other Metadata Available?

This refers to other documentation you may have that contains information about the records in your transfer.

- Examples include indexes and content listings; descriptive information or metadata stored in databases or other systems; systems documentation and manuals.
- Leave this field blank if not applicable.
- If you do list other metadata here, an archivist will follow up with you to discuss whether it should be transferred as well and if so, how.

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Appendix B. Anatomy of the Transfer Package

SFU MoveIt creates a transfer package as a single zip file on the user's desktop. This page describes how the package is structured.

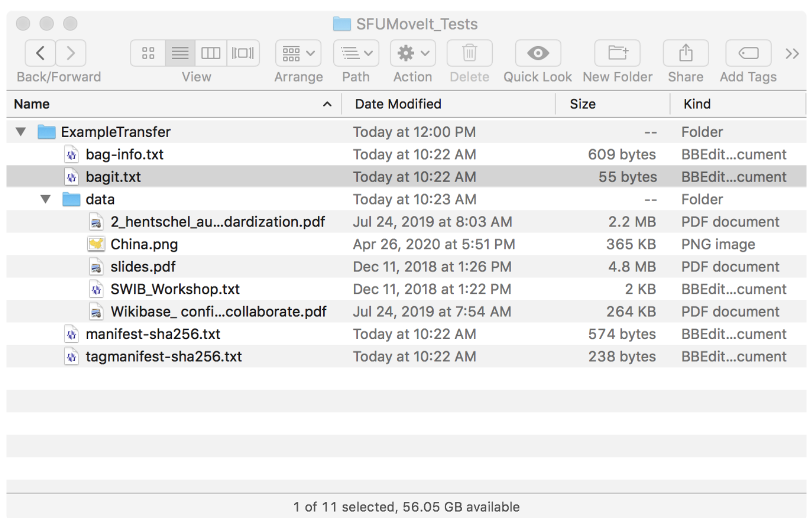
The transfer package contains a **copy** of target folder that the user is prompted to select.

- The original target folder is unaffected and remains in place.
- The name of the transfer package is based on the value the user supplied in MoveIt's `Transfer Title` field (**not** on the name of the original target folder).

Bag

The transfer package is a zipped **bag** – a container that adheres to the BagIt File Packaging Format, "a set of hierarchical file layout conventions for storage and transfer of arbitrary digital content" (from the BagIt specification Abstract).

Unzip the file to see how the bag is structured.



- It comprises four "tag" `.txt` files, plus a `data` folder that contains the transfer contents.

`bag-info.txt`

- Captures data supplied by the user on the SFU MoveIt interface (in step 2.3 of the producer procedures).
- Includes some auto-generated metadata, e.g. `Package-Time`.
- Field names follow the conventions of the BagIt specification.

`bagit.txt`

- Identifies the directory as a **bag**, gives the version of the BagIt specification used, and the character encoding used for tag files.
- SFU MoveIt uses "0.97" as the `BagIt-Version` value, even though the latest version of BagIt is 1.0.
- The MoveIt bag does in fact comply with BagIt 1.0, but this value will cause an error with an older tool (Bagger) the Archives uses in its validation workflow; so we have left "0.97" as the version value.

`data folder`

- Contains the actual transfer files in their original directory structure.

`manifest-sha256.txt`

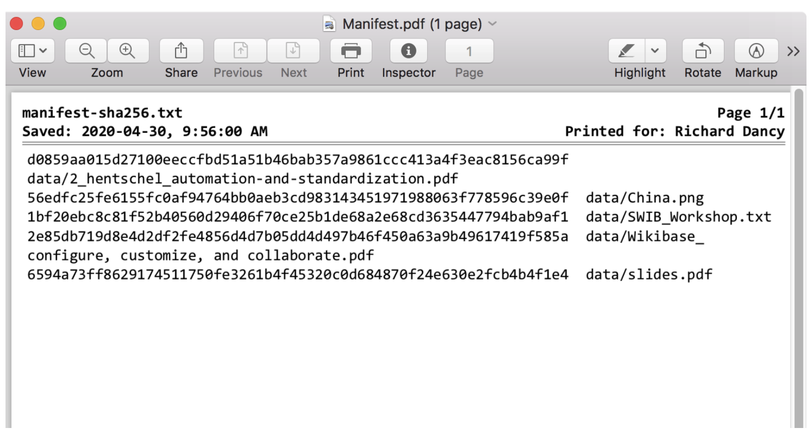
- Lists all the files in the data folder, each with a checksum generated by the SHA256 algorithm (see below for more on checksums).

`tagmanifest-sha256.txt`

- Lists all the tag files with their checksums.

Checksums

SFU MoveIt creates **checksums** for each file included in your transfer and records the values in the bag's `manifest` file.




```
manifest-sha256.txt                                        Page 1/1
Saved: 2020-04-30, 9:56:00 AM                 Printed for: Richard Dancy
d0859aa015d27100eeccfbd51a51b46bab357a9861ccc413a4f3eac8156ca99f
data/2_hentschel_automation-and-standardization.pdf
56edfc25fe6155fc0af94764bb0aeb3cd983143451971988063f778596c39e0f  data/China.png
1bf20ebc8c81f52b40560d29406f70ce25b1de68a2e68cd3635447794bab9af1  data/SWIB_Workshop.txt
2e85db719d8e4d2df2fe4856d4d7b05dd4d497b46f450a63a9b49617419f585a  data/Wikibase_
configure, customize, and collaborate.pdf
6594a73ff8629174511750fe3261b4f45320c0d684870f24e630e2fcb4b4f1e4  data/slides.pdf
```

- A checksum is an alpha-numeric value calculated by an algorithm applied to the file's underlying bitstream (the string of 0s and 1s).
- A checksum functions as a kind of **digital fingerprint**: any change to the bitstream will result in a completely different value when the same algorithm is applied.

Following deposit, the Archives runs a tool (Bagger) that compares the files' pre-transfer checksums (stored in the `manifest` file) with checksums that Bagger generates post-transfer.

- If the values are different, something happened to the data (corruption or loss) during transmission.
- In the event a checksum validation fail, the Archives will contact the producer and ask them to re-send.

Checksums also provide a check against the Archives itself inadvertently changing any data during the inspection of the files during the validation phase.

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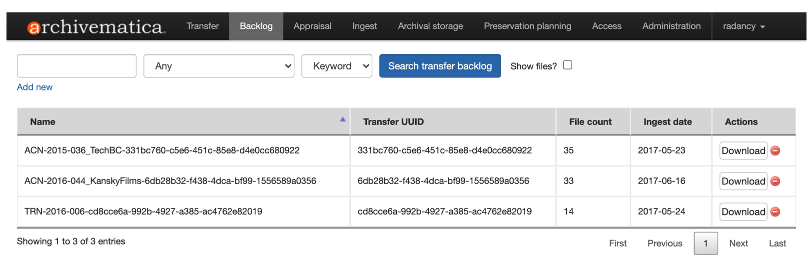
Appendix C. Post-transfer

From the standpoint of the producer sending records to the Archives, a transfer is complete once the Archives has accessioned the records into its preservation system and assumed custody and control over them. For the Archives, however, this is just the first step in a longer process of preserving the records and making them accessible over time. This page briefly describes what happens to the records post-transfer. It also provides instructions for requesting access to files you have transferred.

Contents

Accession to backlog

On completion of a transfer, the Archives sends the transfer package to **backlog storage**. The records remain in backlog until an archivist:



- Completes preservation processing in Archivematica.
- Arranges and describes ("catalogues") the materials in SFU AtoM, the Archives' online finding aid system.

Note that there may be a considerable time lag between accessioning (backlog) and full processing (arrangement and description).

Archival processing

Processing involves the arrangement and description of the materials, their integration into the existing archival holdings of the records creator, and the transformation of the transfer package into a standardized **Archival Information Package** (AIP).

The Archives always retains records in the original file formats in which they were transferred, but it may also make "normalized" copies in other formats according to rules set out in the Archives' Format Policy Registry (FPR).

- For more on file formats, see the remarks in section 2.1 of the producer transfer procedures.

During processing, an archivist:

- Appraises the records in more detail; some files may be weeded or destroyed as having no enduring archival value.
- Generates (through Archivematica) preservation and access copies of the files selected for retention.
- Creates (through Archivematica) the finalized AIP and sends it to offline storage.
- Assigns files to new or existing records series in the aggregate holdings ("fonds") of the records creator.
- Creates / updates finding aid descriptions in SFU AtoM.
- Reviews materials for access and copyright restrictions to determine whether or not the files themselves can be made available to the public directly through SFU AtoM.

Retrieval requests

To obtain a copy of digital files previously transferred to Archives, it is a good practice to first check the online finding aid in SFU AtoM, as a copy may be directly available online.

Many files, however, will not be available online because:

- They are not yet described in SFU AtoM (remain in backlog).
- They have been described, but not yet reviewed for access or copyright clearance (`Access status` = "pending review").
- They have been reviewed, and they contain confidential or personal information or are subject to third-party copyright restrictions; in these cases the records cannot be posted online for general public access.

If any of these situations apply, contact the Archives to request a retrieval.

- Refer to the Transfer Completed Notices you received from Archives to locate the file in an accession.
- Email `archives@sfu.ca` or `moveit@sfu.ca` to request a copy, providing the `File title` and `Accession number`.
- An archivist will consult with you to determine the best method of delivery (e.g. via SFU Vault).

Do not "return" your copy when you no longer need it for reference.

- The Archives retains the original file; what it has sent you is a copy.
- You can typically retain your copy if needed.
- There may be situations where you should destroy the copy when no longer needed (e.g. if it contains sensitive personal or confidential information); consult with an archivist if in doubt.
- If you do keep a copy, revise it and / or integrate into your active records, it now becomes a new record.

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DOCUMENT CONTROL

Version history			
Version	**Date**	**Finalized by**	**Version notes**
4.2	Jan 28, 2021	Richard Dancy	First iteration, accompanies point-of-view procedures for producers (PRC-57A) and Archives (PRC-57B). Version numbers on all three synced at 4.2. Document is a snapshot of pages maintained on GitHub.