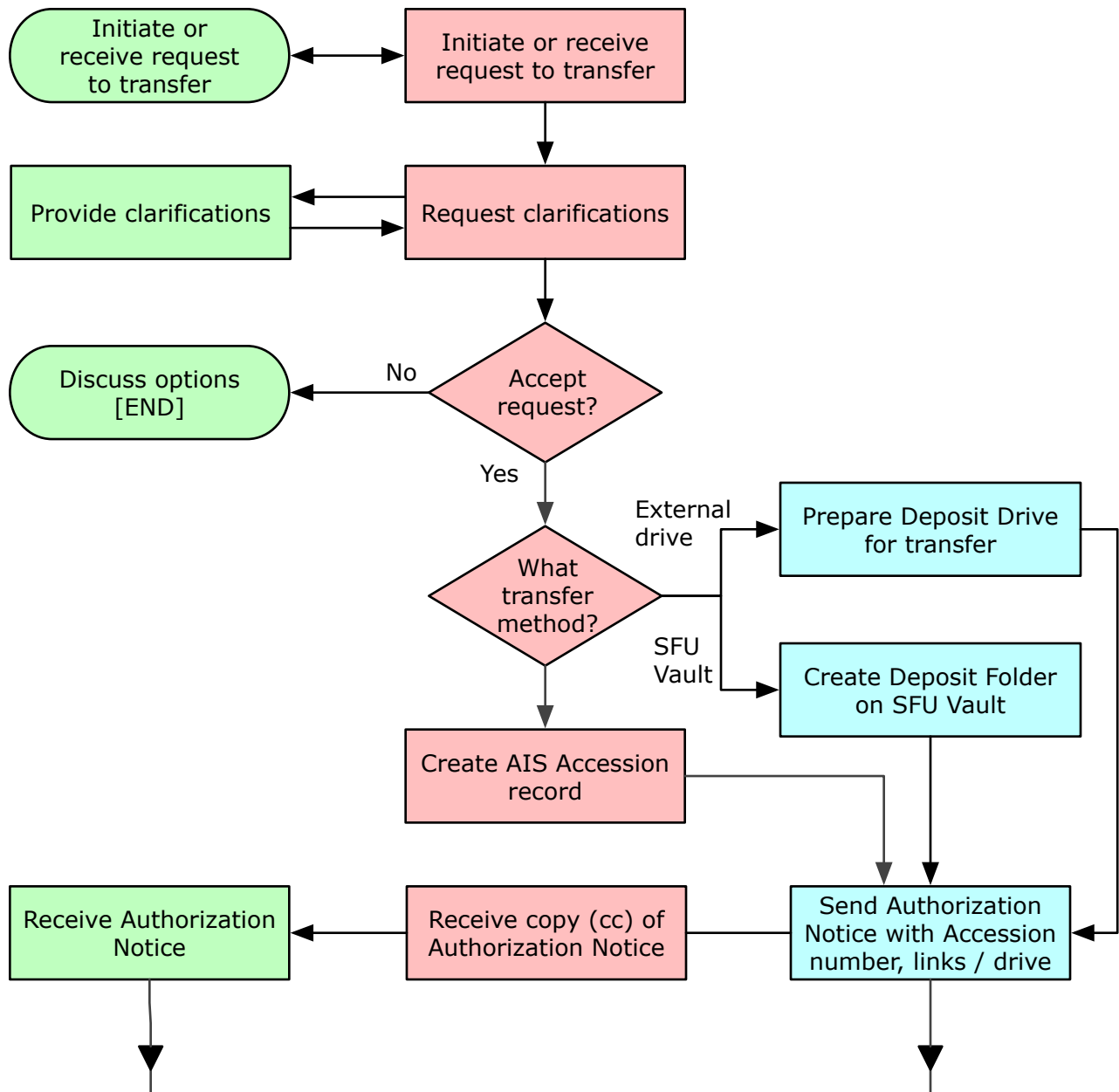


Agents	Producer = SFU departmental staff, private donors
	RMA = Records Management Archivist – responsible for university records AOA = Acquisitions and Outreach Archivist – responsible for private records
	AT = Archives Technician RCC = Records Centre Clerk SURA = Systems and University Records Archivist

1. Pre-Transfer

Producer	RMA / AOA	AT / RCC / SURA
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2. Transfer

Producer

RMA / AOA

AT / RCC / SURA

Identify records for transfer

Consult as required

Create desktop Project folder

Create Transfer Package (DART)

Implement transfer method

SFU Vault

Upload Transfer Package to Deposit Folder

External drive

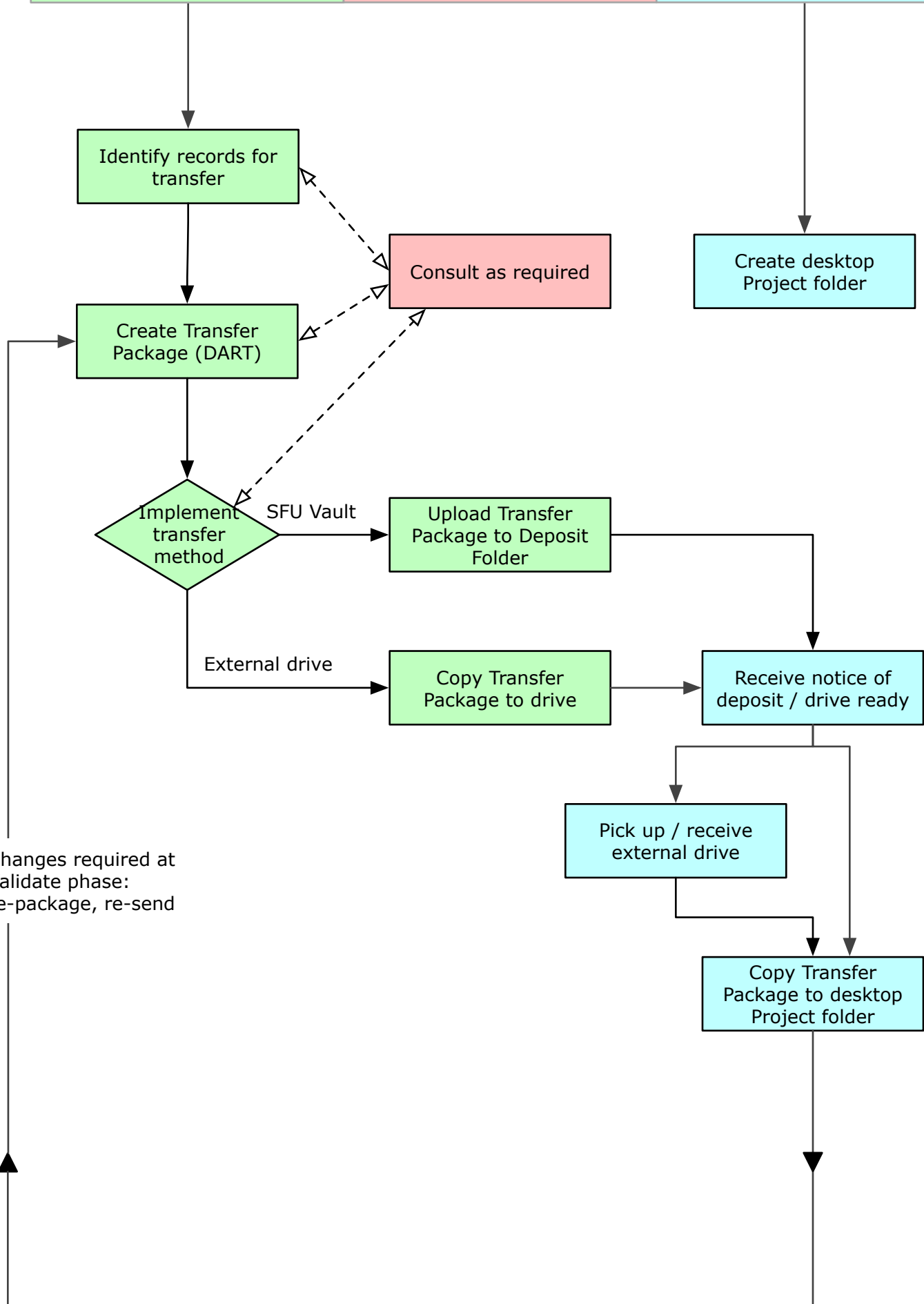
Copy Transfer Package to drive

Receive notice of deposit / drive ready

Pick up / receive external drive

Copy Transfer Package to desktop Project folder

Changes required at Validate phase:
re-package, re-send



3. Validation

Producer

RMA / AOA

AT / RCC / SURA

Run virus scan:
ClamAV

Infected
files found?

Yes

Remove and docu-
ment infected files

No

Run analysis tools:
Tree, Brunnhilde

Upload data to
DigitalTransferTool
(AIS)

Output reports:
formats, duplicates,
directory structure

Review transfer
contents / reports

4. Receive notice of
infected files

Notify producer of
infected files

Provide clarifications

Request clarifications
as needed

Provide clarifications

Make changes, re-
package, re-send

Require
changes

Accept
transfer?

Accept

Upload Transfer
Package data to AIS
Accession record

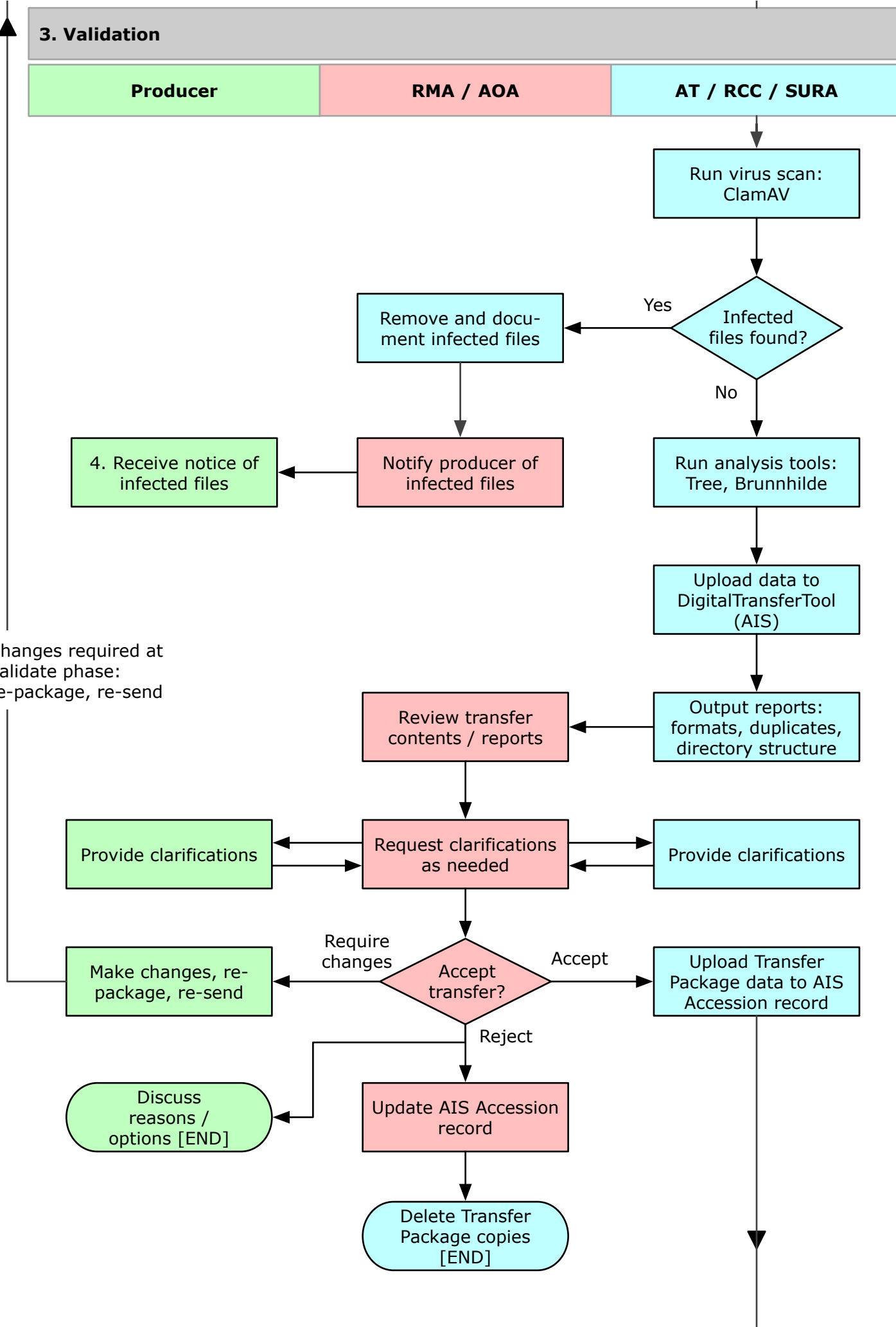
Reject

Discuss
reasons /
options [END]

Update AIS Accession
record

Delete Transfer
Package copies
[END]

Changes required at
Validate phase:
re-package, re-send

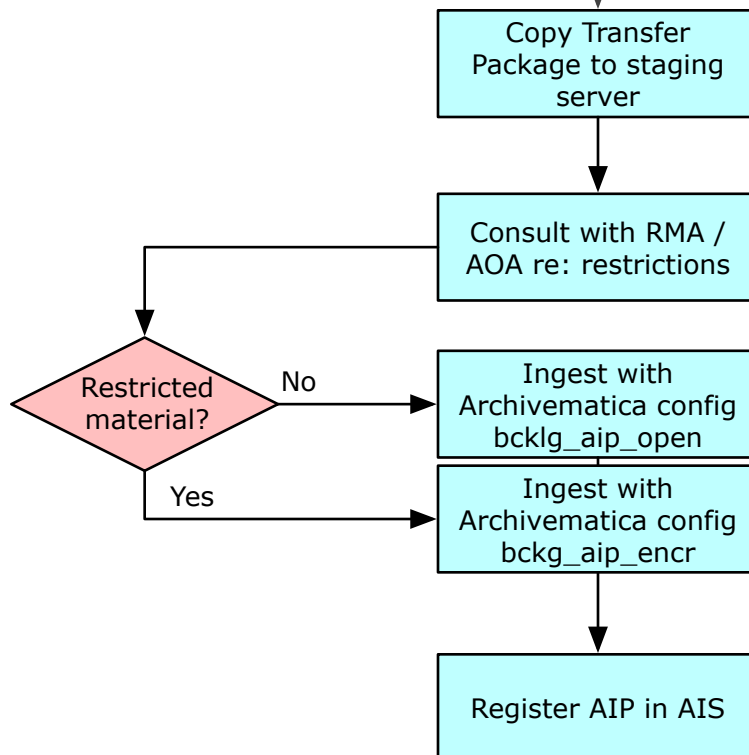


4. Ingest

Producer

RMA / AOA

AT / RCC / SURA



5. Completion

