SFU UNIVERSITY SECRETARIAT | ARCHIVES AND RECORDS MANAGEMENT DEPARTMENT

SFU Archives Standard Digital Transfer: Procedures for Archives (PRC-57B)

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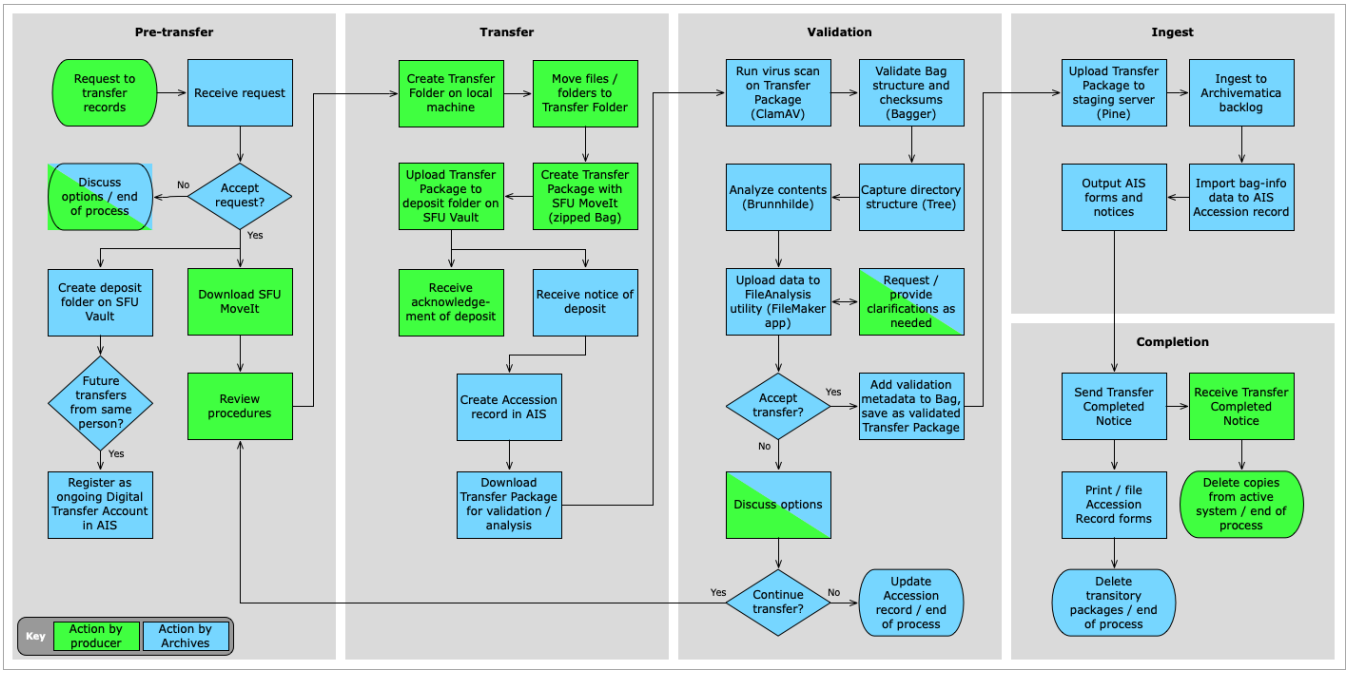
Standard Transfer: Procedures for Archives

SFU Archives' standard method for digital transfer supports the creation and deposit of standardized transfer packages that implement the BagIt File Packaging Format. These procedures describe the process from the point of view of Archives' staff. In the workflow diagram below, actions and decision points by Archives are shaded blue.

For the same process from the producer's point of view, see Standard Transfer Method: Procedures for SFU Staff and Private Donors.



1. Pre-Transfer

- 1.1 Accept or reject a request to transfer
- 1.2 Create a deposit folder
- 1.3 Create a Digital Transfer Account

2. Transfer

- 2.1 Receive notice of a deposit
- 2.2 Create an Accession record

Download

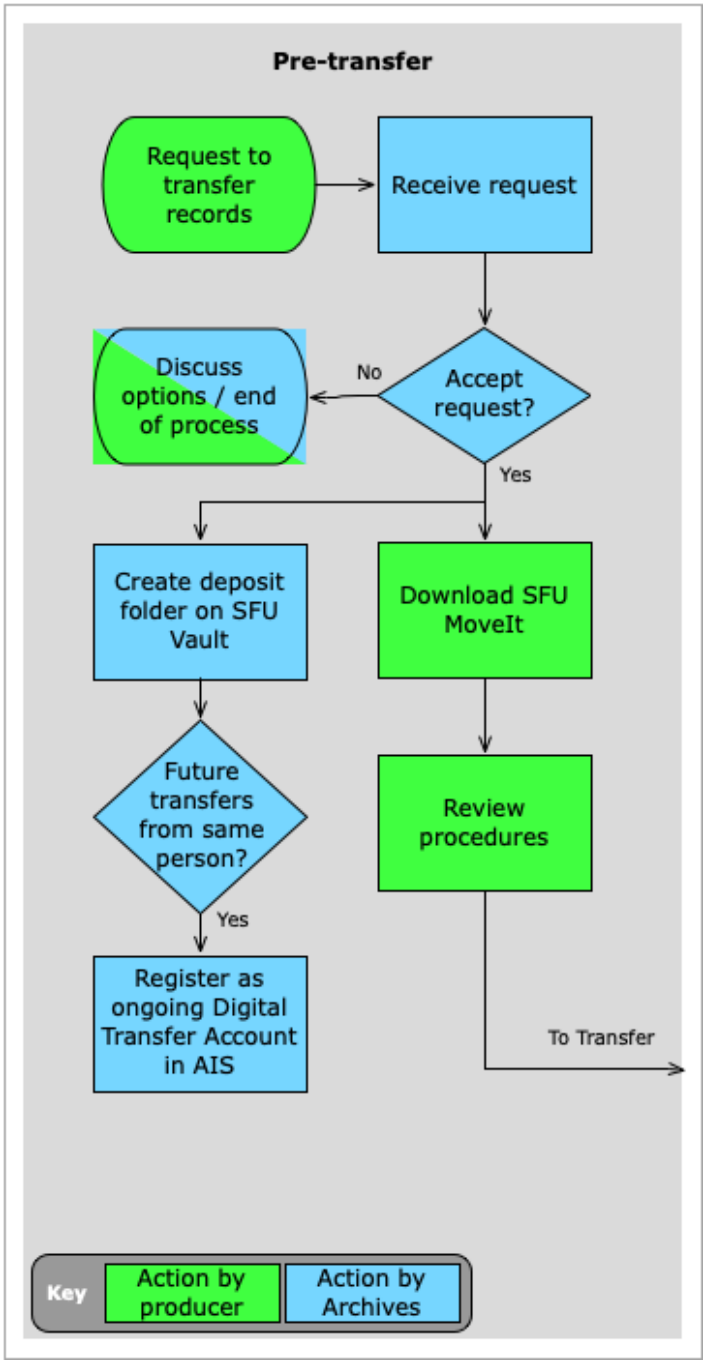
- Download the full procedures as a single pdf (snapshot created Jan 28, 2021).

Last updated: Jan 29, 2021

Next: 1. Pre-transfer >

1. Pre-Transfer

The pre-transfer phase is typically triggered by the first request from a producer (SFU departmental staff or a private donor) to send digital materials to the Archives. Determine whether or not to accept the request. If accepted, create a deposit folder on SFU Vault. If the producer will be regularly sending new transfers in the future, you can create a Digital Transfer Account for the person. With an account, individuals have ongoing access to a deposit folder, they do not need to request permission for subsequent transfers, and the transfer process more resembles a self-deposit system.



Steps

- 1.1 Accept or reject a request to transfer
  - University records
  - Private records
- 1.2 Create a deposit folder
  - Guidelines
  - Shares
- 1.3 Create a Digital Transfer Account
  - Who should have an account?
  - Account creation

1.1 Accept or reject a request to transfer

University records

Any university department or body can transfer digital records to the Archives. But the following conditions should be met before accepting a proposed transfer:

- The person has the authority to transfer records on behalf of their unit.
- The records are covered by a Records Retention Schedule and Disposal Authority (RRSDA) whose **final disposition** = "Archival".
- The unit is the **Office of Primary Responsibility** (OPR) for the records.
- The **total retention period** for the records has expired.

Exceptions are possible. Use your judgement and seek clarifications from the contact as required.

It is fairly common for departments to wish to transfer digital records to the Archives before their total retention period has expired. Often the applicable RRSDA was originally designed for paper records, with provision for off-site storage in the University Records Centre during the semi-active period. **There is currently no equivalent semi-active off-site storage for electronic records. All digital transfers are "archival", i.e. the records pass to the control of the Archives.**

Accepting early transfer is fine, but you should make clear to the contact that following transfer the records will no longer "belong to" the department and will now come under the custody and control of the Archives.

Private records

Individual donors or non-SFU organizations should only transfer records when they have a **Donation Agreement** with the Archives or are in the process of negotiating one.

The following conditions should be met before accepting a proposed transfer:

- The person has the authority to transfer records on behalf of the donor.
- The records are covered by an existing Donation Agreement or negotiations for one are underway.

It is common and acceptable for donors to send materials before the Donation Agreement is finalized (e.g. so an archivist can better assess the proposed donation).

1.2 Create a deposit folder

Under the standard transfer method, the producer will upload their transfer to a **deposit folder** on SFU Vault, the university's file-sharing and storage service. **Deposit folders should only be created on the Vault space associated with the Archives' moveit email account.**

Guidelines

Create separate deposit folders for each fonds (1 fonds = 1 folder).

Use the following naming convention when creating deposit folders:
`Deposit_<<FondsCreatorName>>`

- Prefer department or organization names over personal names when creating the folders; but for personal fonds, it is fine to use the creator's name.
- The rationale for the `Deposit_` prefix is to make it easier for depositors to understand the purpose of the folder; if the folder is shared with depositors who have SFU accounts and have installed the SFU Vault desktop app, the `Deposit_` folder will be directly accessible on their computers via Finder (Mac) or File Explorer (Windows).

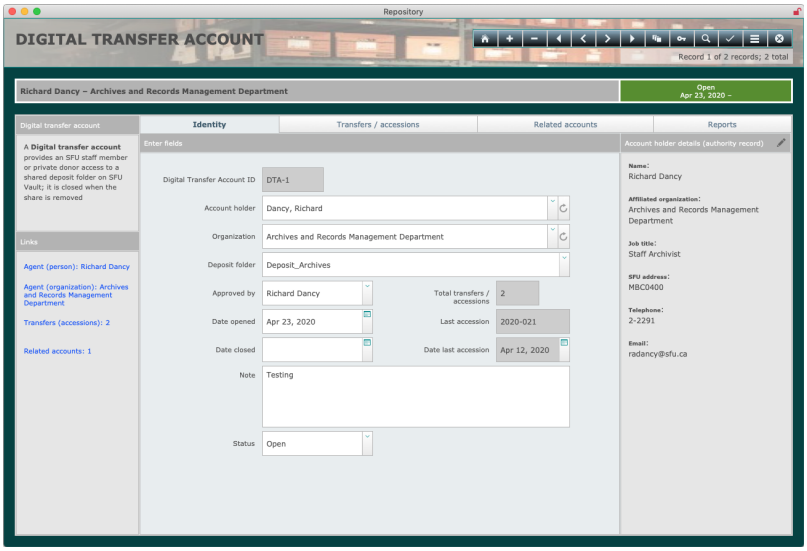
Shares

To provide the producer with access to the deposit folder, you can either (i) create a share on the folder itself; or (ii) share just a link to the folder.

- See SFU Vault documentation for how to share folders by either method.
- You can only share the folder itself (method i) with someone who has an SFU email account. For non-SFU donors, share the link (method ii); it is possible to set and require a password when sharing the link.
- When you share the folder (method i) with an SFU community member and that person has installed the desktop client version of SFU Vault, they will be able to view and interact with the deposit folder directly on their computer via Finder (Mac) or File Explorer (Windows).

- External depositors and SFU members who have not installed the desktop version of Vault will access the deposit folder through a web browser. If you shared the link (method ii), it will take them directly to the deposit folder. If you shared the folder itself (method i), they can log in with their SFU credentials at https://vault.sfu.ca and navigate to the deposit folder (e.g click the sidebar link `Shared with you`).
- By either share method, you need to allow the depositor to have **create** privileges so that they can upload their transfer.
- For more on accessing the deposit folder from the depositor's point of view, see the procedures for producers, section 2. Transfer.

1.3 Create a Digital Transfer Account



Who should have an account?

Having a **Digital Transfer Account** means that a person is recognized as an authorized depositor on behalf of a fonds creator and may make transfers (deposits) without requiring preliminary permission from the Archives.

- Ideally, each university department or private donor organization that regularly transfers digital records to the Archives should have a designated contact person who holds an account.

- There is no limit to the number of accounts per department or organization, but it is preferable to limit their number in order to centralize the transfer process for a given unit. This avoids duplication of effort, reduces the likelihood that the same materials will be sent by different people, and facilitates communication relating to transfers, holdings, retrievals, and changes to tools and processes.

Account creation

To create an account:

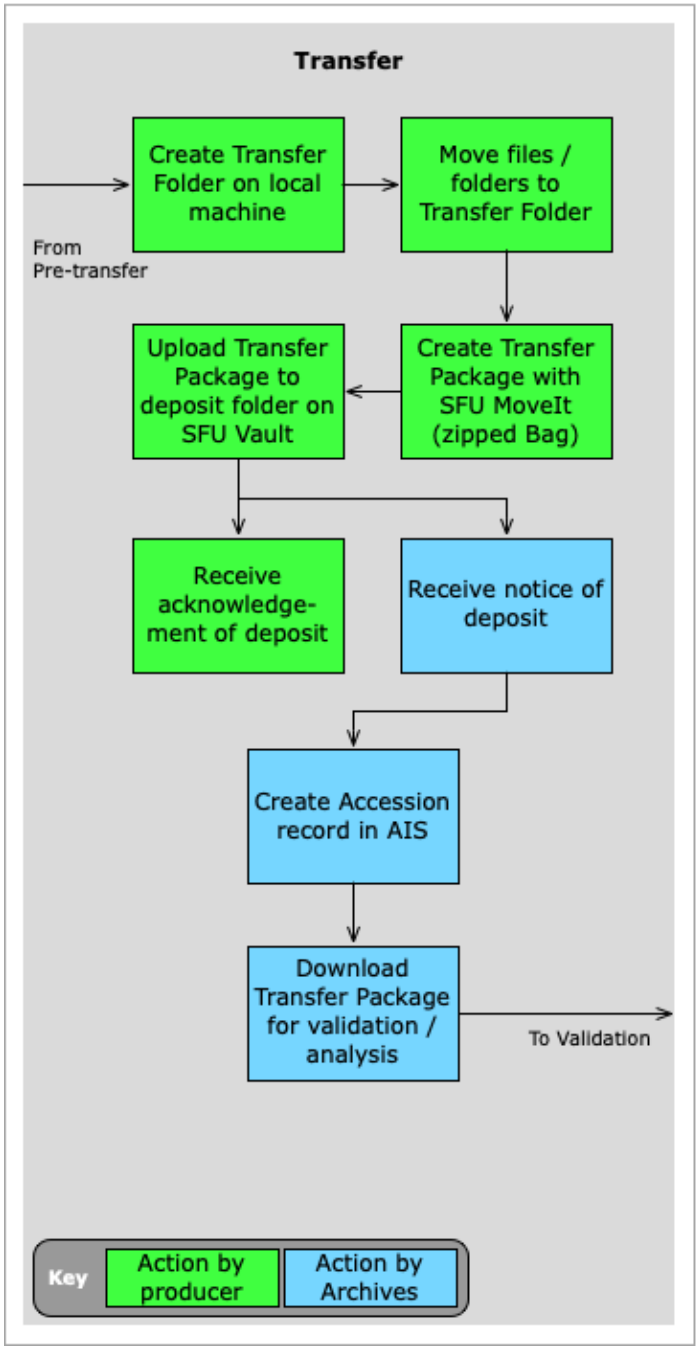
- Create a deposit folder (if one does not already exist) and set up the person's share (or add their share to an existing folder).
- Register the account in the AIS database: open the **Repository module > Home > Digital Transfer Accounts** screen, click the `+ New account` button, and enter the person's data.
- For more information on data entry and management of account records, see the Digital Transfer Account page on the AIS documentation site.

Last updated: Jan 29, 2021

< Previous: Introduction | **Next: 2. Transfer >**

2. Transfer

The main activities in the **transfer** phase belong to the producer, who packages the files using SFU MoveIt and uploads the transfer package to the deposit folder you created in step 1.2. For a description of these activities from the producer's point of view, see Standard Transfer Method: Procedures for SFU Staff and Private Donors, section 2. Transfer.



Steps

- 2.1 Receive notice of a deposit
- 2.2 Create an Accession record
- 2.3 Download the transfer package

2.1 Receive notice of a deposit

Deposit folders on SFU Vault account are configured to send activity notification emails to the `moveit` email account.

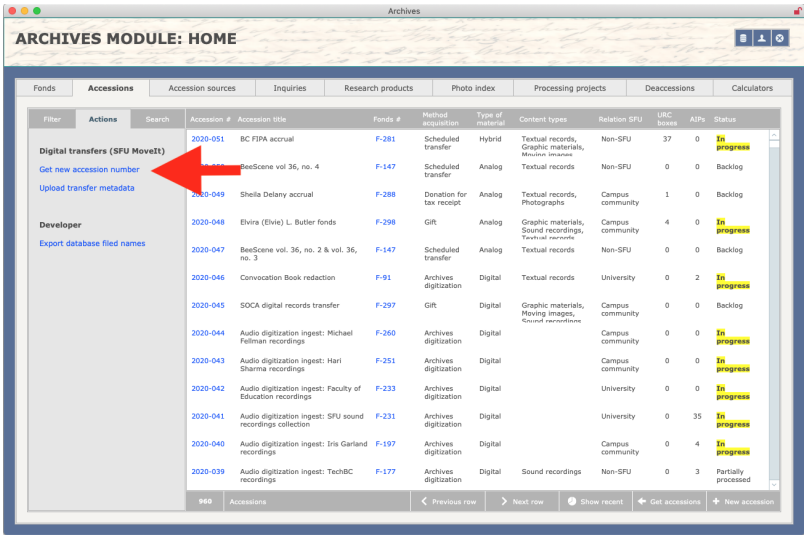
- The `moveit` account will receive an email when a producer uploads a transfer package to a deposit folder.
- The time lag between upload and email notice can be several hours.

Email notices go only to the generic `moveit` account. For individual staff to receive them, there are three options:

1. Sign in and monitor the `moveit` email account regularly (e.g. at the beginning of the day).
2. Add a share from the `moveit` account to your own email address and view the shared folders in your own account.
3. Create a redirect rule in the `moveit` account to forward a copy of all messages received by `moveit` to your own account.

For instructions, see SFU Mail documentation on adding shares and creating redirect rules.

2.2 Create an Accession record



Create an AIS **Accession record** for the transfer.

- Each deposit should be registered as a separate accession, with its own unique **Accession number** in the form `YYYY-NNN` (e.g. "2021-005").
- Even if the transfer is eventually rejected during validation, the Accession record provides a place to document the decision.

To create a new Accession record:

- Open the AIS **Archives module**.
- Go to the **Home > Accessions > Actions** tab.
- Click the `Get new accession number` link.
- The AIS creates a new accession, assigns it the next available number, gives it the provisional title "SFU MoveIt transfer", and copies the accession number to your clipboard.

Make a note of the Accession number, as you will need it later during step 3, Validation.

2.3 Download the transfer package

Download a copy of the transfer package from SFU Vault to your desktop for validation and analysis.

- It is possible to open and inspect the contents on SFU Vault, but the various software tools used in the Validation phase cannot be run directly in Vault.

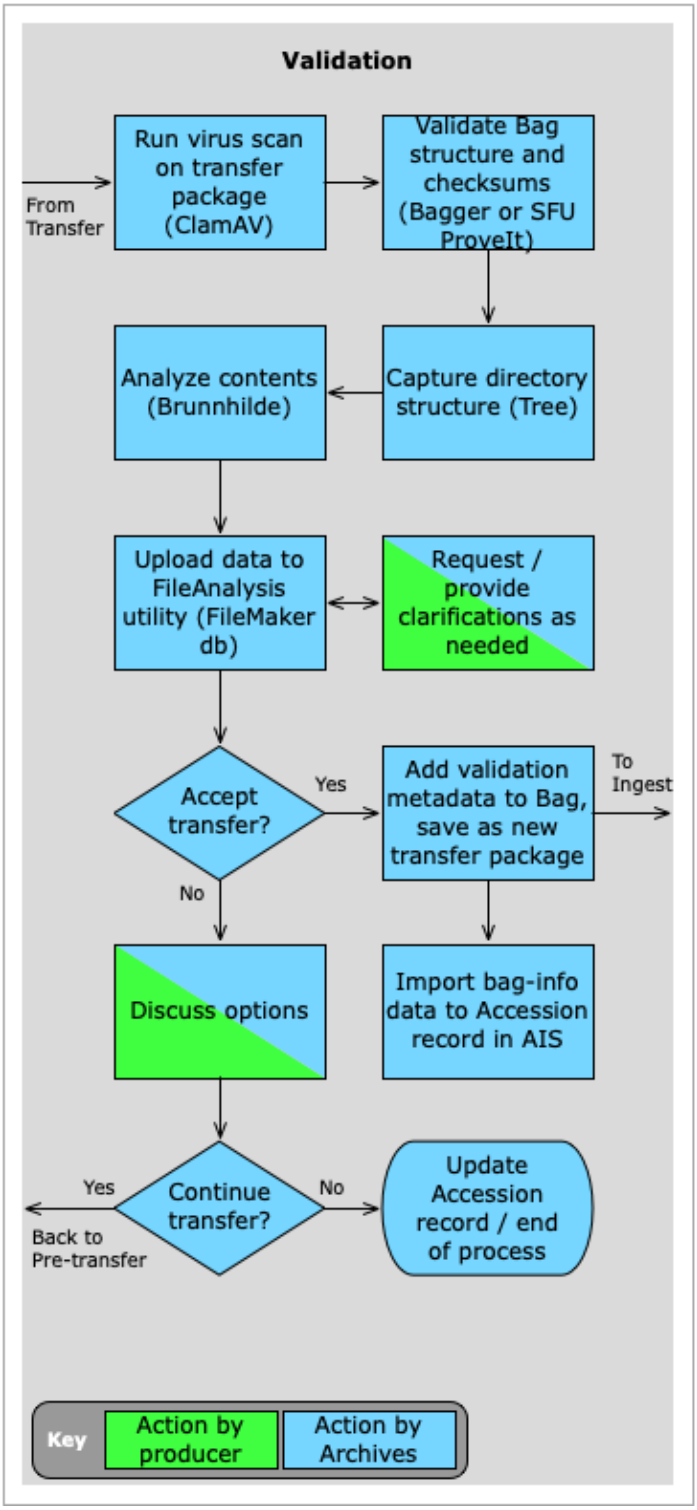
Last updated: Jan 29, 2021

< Previous: 1. Pre-Transfer | Next: 3. Validation >

3. Validation

Validation is the process of deciding whether or not to accept a transfer into the repository. During this phase, you verify that the transfer package complies with the BagIt specification, that no data was lost or corrupted during transmission, and that the contents of the transfer meet expectations and are suitable for long-term archival retention.

The analysis undertaken during validation also generates descriptive data that should be captured in the **Accession record** for later use during arrangement and description.



Steps

- 3.1 Scan for viruses
- 3.2 Validate Bag
- 3.3 Document directory structure
- 3.4 Analyze files
- 3.5 Create analysis reports
- 3.6 Accept or reject the transfer
- 3.7 Edit the transfer package
- Transfer Validation Checklist

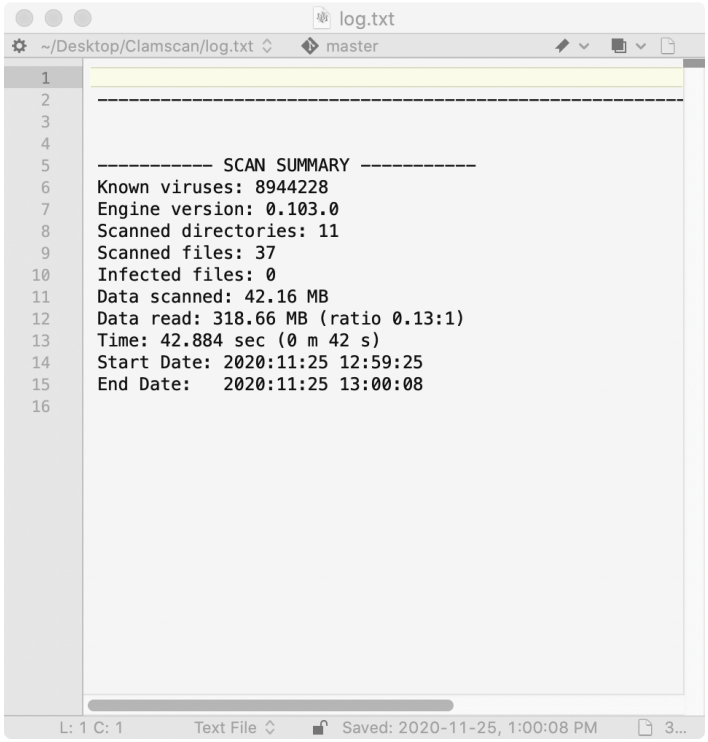
This phase begins after you have downloaded the transfer package to your desktop (step 2.3).

Before you start:

- Unzip the package.
- Create a project folder on your desktop for the various reports that will be created.

3.1 Scan for viruses

Use ClamAV to check the transfer package for viruses and other malware.



Run ClamAV via the command line in Terminal.

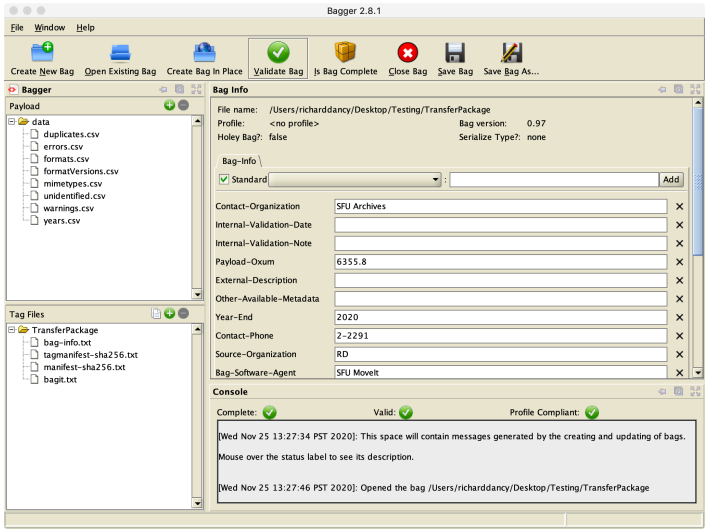
- Refresh the virus definitions database: `$ freshclam .`
- Scan the transfer package: `$ clamscan -ri --log= <<log_file_path/log.txt>> <<transfer_folder>> .`
- The `--log` flag = output a `scan log` text file to the file path specified.
- The `-r` flag = "recursive": the scan will include all sub-directories in the transfer package.
- The `-i` flag = "infected": the log will only print files that are infected, plus summary data.
- The easiest way to get the file path of the `<<transfer_folder>>` is to simply drag the transfer package into the Terminal window.

If ClamAV finds infected files:

- Confirm that you can safely delete the files and delete them.
- Make a note in the Accession record (e.g. on the **Workflow > Other events** tab).
- Retain the `scan log` on the collection file as documentation.
- Follow up with the producer to make them aware that they have virus issues.

For more information (installation and use), see the ClamAV page on the Archives' Digital Repository Utilities site.

3.2 Validate bag



Use Bagger to verify that the transfer package is a properly formed Bag (complies with the BagIt specification) and that no data was lost or corrupted during deposit (the files' pre- and post-transfer checksums match).

To launch Bagger:

- Navigate to its install location (e.g. `Applications/bagger-2.8.1`).
- In the `bin` directory, double-click the `bagger` file.
- The Bagger interface opens; you may get a warning message in Terminal, but this can be disregarded.

To validate the transfer package:

- Click the `Open Existing Bag` button and navigate to the (unzipped) transfer package.
- Click the `Is Bag Complete` button to verify the structure of the package; you should get an `OK` popup.
- Click the `Validate Bag` button to verify the checksums; again you should get an `OK` popup.

If the transfer package fails validation:

- Determine the reason (structure incomplete or checksum fail).
- Consult with the producer, ask them to re-package their transfer and / or re-deposit.

Bagger displays the descriptive metadata provided by the producer through SFU MoveIt in the **Bag Info** panel.

- In the transfer package, this producer-supplied metadata is contained in the `bag-info.txt` file.
- This information should be reviewed when deciding to accept or reject the transfer (see step 3.6 below).

For more information about installation and use, see the Bagger page on the Archives' Digital Repository Utilities site.

3.3 Document directory structure

Use Tree to capture the original directory structure of the transfer as a text representation. This provides a handy overview of the transfer and supports later appraisal, arrangement and description.

Run Tree via command line in Terminal: `$ tree -d -o <<file_path_for_output_report>> <<path_to_target_folder>>`

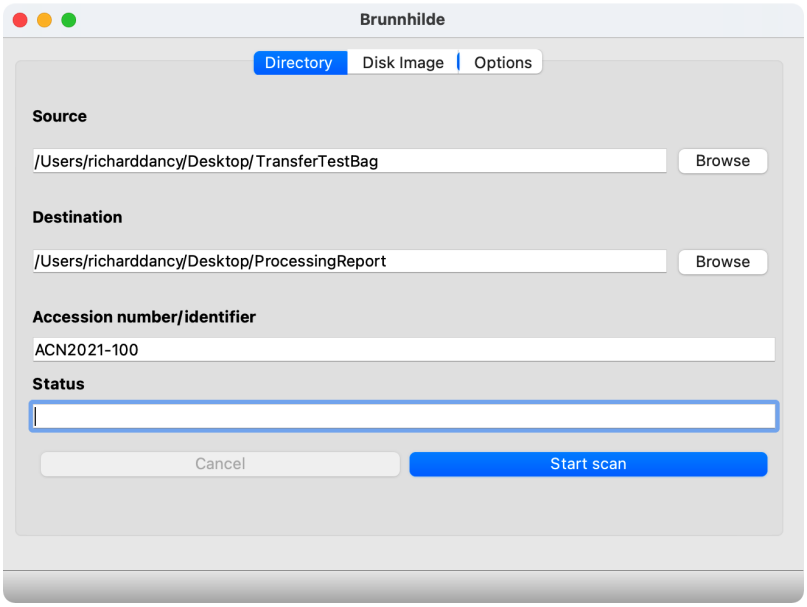
```
/Users/richarddancy/sfuvault/RDWork/02-6_Digitization
├── 2-6-1_DigitizationGeneral
├── 2-6-2_FilmDigitizationFPR
│   ├── Contract
│   │   ├── Fw__References
│   │   └── RFP_Evaluation_-_to_be_completed_by_Feb_19_@10am
│   ├── Correspondence
│   ├── Inventory
│   └── Testing
├── 2-6-3_AudioDigitization
├── 2-6-3_VideoIngest
│   ├── Screenshots
│   └── Video
│       ├── Images
│       └── Manuals
└── 2-6-4_ContactSheets
    ├── Example
    │   └── IMC_1976
    │       └── manualNormalization
    │           └── access
    ├── ImportDescriptions
    └── ImportSubSubSeries

21 directories
```

- The `-d` flag = list only directories; omit to show all contents down to the file level if desired.
- The `-o` flag = output a text report to the specified location (include the file name with `.txt` extenion, e.g. `tree.txt`).
- The easiest way to get the `<<path_to_target_folder>>` is to simply drag the transfer package into the Terminal window.

For more information (installation and use), see the Tree page in the Archives' Digital Repository Utilities site.

3.4 Analyze files

Use Brunnhilde to generate reports that analyze the files and file formats included in the transfer.



Start Brunnhilde via the command line in Terminal: `$ python3 <<path_to_Brunnhilde_application_folder>>/main.py`

- The easiest way is to type `python3 `, then drag the `main.py` file into Terminal and hit `Return`.
- This will open the Brunnhilde interface.

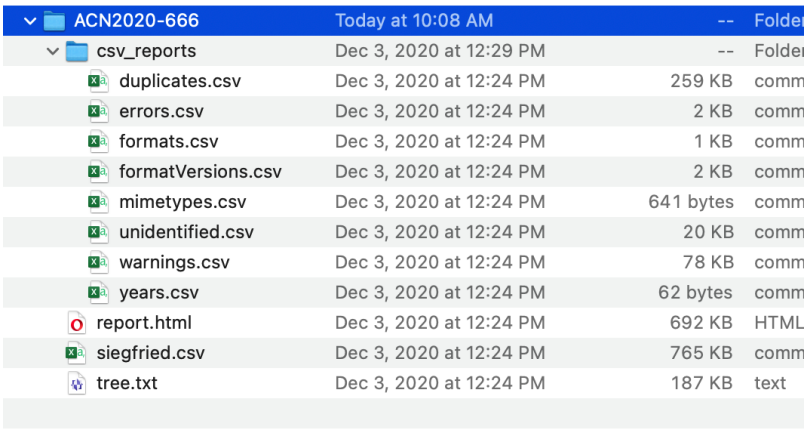
In Brunnhilde:

- Make sure you **do not** run a virus scan (already done with ClamAV in step 3.1 above) – uncheck these boxes on the **Options** tab.
- On the **Directory** tab, click the `Browse` button to navigate to and select the transfer package as the `Source` – make sure the transfer package has been unzipped.
- Specify a project folder (e.g. on your desktop) as the `Destination` for Brunnhilde output reports.
- Enter the `Accession number` (created in step 2.2), e.g. "ACN2021-100"; Brunnhilde will use this as the name of the folder for the output reports.
- Click the `Start scan` button: the `Status` field will show "Scan in progress."
- Depending on the size of the transfer, it may take several minutes to complete.

Brunnhilde outputs data as an html file and a number of csv files to the `Destination` folder.

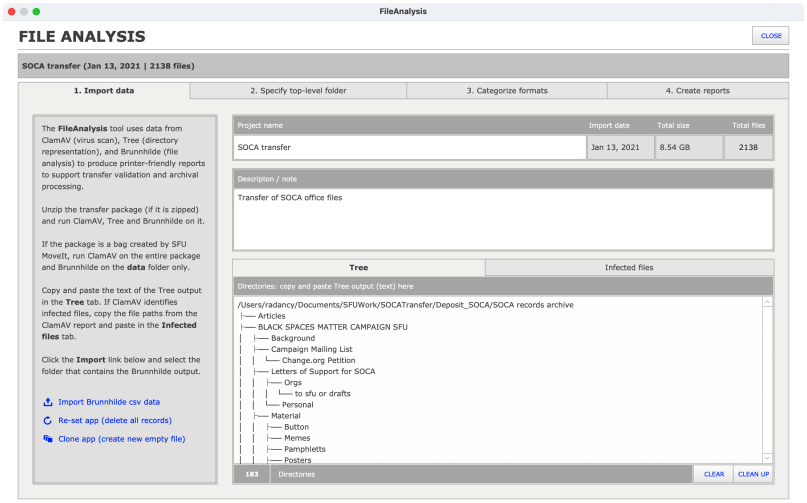
- Open the `report.html` file in any web browser to view all output.
- Step 3.5 below imports the Brunnhilde csv data into a FileMaker database to facilitate viewing and working with the data and the creation of printer-friendly reports and pdfs.

For more information (installation and use), see the Brunnhilde page on the Archives' Digital Repository Utilities site.



3.5 Create analysis reports

Use the FileAnalysis utility, a custom FileMaker database, to work more easily with the Brunnhilde data.



- Download a copy of the utility to your desktop project folder from the ARMD shared drive at `ITM002-40 > ArchivalProcessingUtilities > FileAnalysis.fmp12`.

Open FileAnalysis and work through the four tabs.

- The screen sidebars give more detailed instructions.
- On Tab 1 **Import data**, copy and paste Tree output (step 3.3), copy and paste the file paths of any infected files reported by ClamAv (step 3.1), then click the `Import Brunnhilde csv data` link.
- On Tab 4 **Create reports**, view summary results, navigate to the various reports on list screens (where data can be searched or sorted), print or create pdf reports.

The data and reports are useful for getting an overview of transfer contents. You can use them to:

- View the folder directory structure.
- Get a statistical analysis of file format groups.

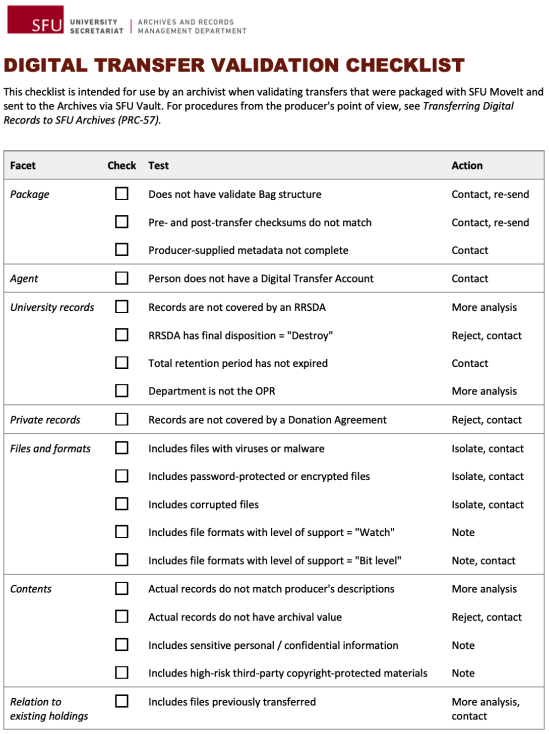
- Identify problematic, unexpected, or unidentified file formats.
- Get the date range of the materials based on the `Last modified` time-stamps (though you must determine whether these are reliable or not).
- Identify duplicate files included in the transfer.

This information is useful for making the validation decision (step 3.6), accessioning (step 3.8), and later archival arrangement and description.

For more information (guidance and use), see the File Analysis Utility page on the Archives' Digital Repository Utilities site.

3.6 Accept or reject the transfer

Use the Validation checklist with the information you have gathered thus far to determine whether or not to accept the transfer for ingest.



SFU UNIVERSITY SECRETARIAT | ARCHIVES AND RECORDS MANAGEMENT DEPARTMENT

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

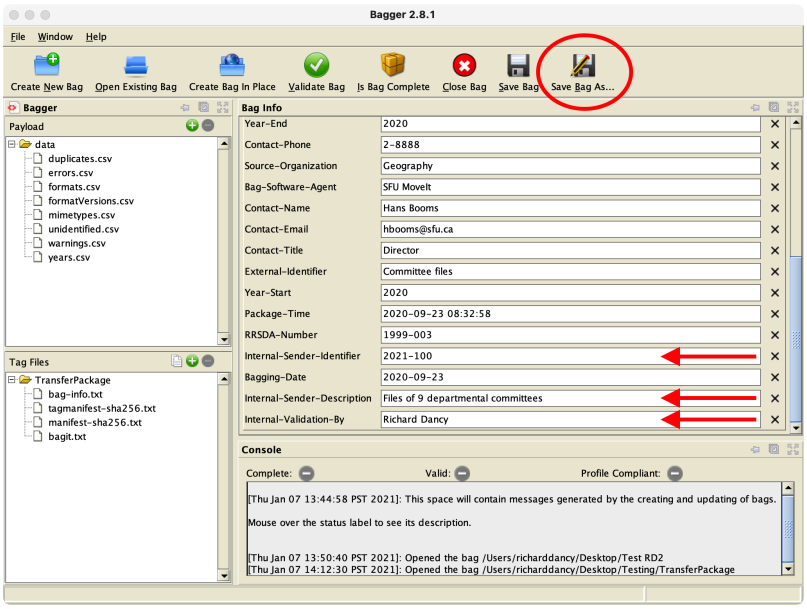
- The checklist identifies various tests to apply to the transfer, and it suggests the actions you should take in the event of a fail.
- Not all (in fact very few) "fails" require you to reject a transfer outright; instead, they point to issues that may need further analysis or follow-up for clarification with the producer.

If you do reject the transfer:

- Follow up with the producer contact to explain why and what their options are.
- Update the Accession record by changing `Status` to "Rejected"; use the `General note` field to explain the rationale for rejection.

3.7 Edit and re-save the transfer package

If you accept the transfer ("validates successfully"), use Bagger to review / edit the metadata supplied by the producer and to add validation metadata to the transfer package. This means saving it as a new package.



To review the supplied metadata:

- Open the transfer package in Bagger (see step 3.2 above).
- View / edit the fields in Bagger's **Bag Info** panel; note that fields may be displayed in random order and that field labels follow BagIt naming conventions rather than those used by SFU MoveIt.
- **Make sure that the information supplied is in fact correct**, e.g. `RRSDA-Number`, `Source-Organization` (= MoveIt `Records Creator`)); this information will stick with the transfer and will be used later to populate the AIS Accession record.

Add validation metadata in several fields in the Bagger **Bag Info** panel:

- `Internal-Sender-Identifier` : enter the Accession number in form YYYY-NNN (e.g. "2021-001"); **do not include the ACN prefix in this field.**
- `Internal-Sender-Description` : enter your own scope and content note if needed to elaborate / correct the producer's description (found in the `External-Sender-Description` field).
- `Internal-Validation-Date` : enter the date of the validation decision in form YYYY-MM-NN.
- `Internal-Validation-By` : enter the name of the archivist responsible for validation.
- `Internal-Validation-Note` : enter any information relevant to the validation decision, e.g. validation test fails and how they were handled; this field can be left blank.

Click the `Save Bag As` button to save the transfer package as a new Bag.

- In the dialog box, click the `Browse` button next to the `Save as` field to specify a new location and enter the new package name.

- Use the following naming convention: `ACN<<AccessionNumber>>_Creator_Descriptor`; e.g. `ACN2021-100_SFUGeography_CommitteeFiles`.
- Leave the `Holey bag` box unchecked.
- Set `Serial type` to "none".
- Check both `Generate ... manifest` boxes and use "SHA256" as the `manifest algorithm`.
- Click the `OK` button.

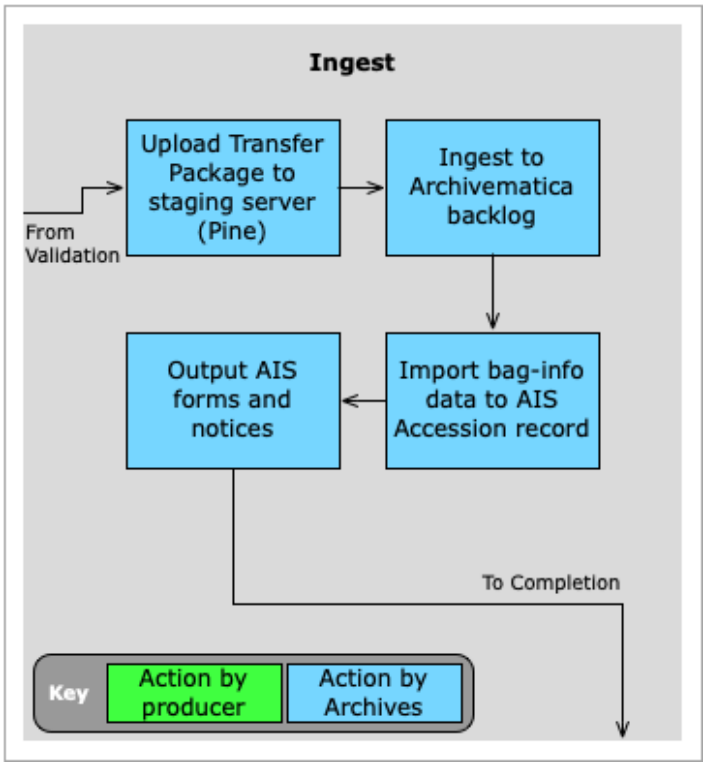
This new Bag is now the **validated transfer package** that you will upload to Archivematica in phase 4, Ingest.

Last updated: Jan 29, 2021

< Previous: 2. Transfer | Next: 4. Ingest >

4. Ingest

Ingest is the process of putting validated transfer packages into the Archives' digital repository using Archivematica. You also run AIS scripts to import metadata from the transfer's `bag-info` file to populate the Accession record and generate accession forms and notices.



Steps

This phase begins after you have added validation metadata to the transfer package and saved it as a new Bag (step 3.7 above).

4.1 Upload transfer package to staging server

Upload the **validated transfer package** to the Archives' **Pine** VM at `/var/transfersoure`. This directory is accessed by Archivematica for ingest.

You can upload the package by various methods, but whatever you choose **must be able to preserve the original timestamps of the files**, i.e. timestamps must not be overwritten with the date / time of copying.

- The most reliable method is the command-line utility rsync, described below.
- You can use an FTP client if you can set its preferences to preserve timestamps.
- In Cyberduck, for example, go to **Preferences > Transfers > Timestamps > Uploads**; check `Preserve modification dates`.
- You can also set Cyberduck's options to verify checksums on upload, though it is not clear that this in fact happens.

By whatever method, you must have permissions to access the Archives' VMs, i.e. your email address must already be included on the mail-list that controls access.

- Consult with RD to be added to the access list.

rsync

To run rsync via command line in Terminal:

```
$ rsync -vhrlt --progress --checksum <<file_path_to_package>>
<<user>>@pine.archives.sfu.ca:/var/transfersource | tee
<<path_to_output_file>>/copylist.txt
```

Note that you will be prompted to enter your SFU computing password.

Flags:

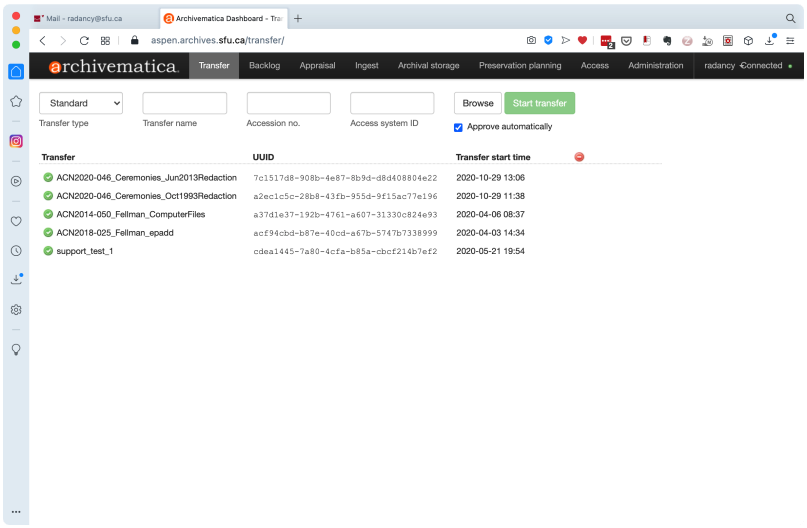
- `-v` = verbose: increases the amount of information shown about the transfer.
- `-h` = human-readable: outputs number in human-readable format.
- `-r` = recursive: copies all sub-folders and their contents.
- `-l` = symlinks: copies symlinks.
- `-t` = timestamps: preserves modification dates.
- `--progress` = shows progress in Terminal window.
- `--checksum` = uses checksums.
- `| tee` = output results to a file.

After copying is complete, connect to `pine` via Cyberduck to confirm that upload was successful and timestamps preserved.

4.2 Ingest to Archivematica backlog

Log on to Archivematica and ingest the transfer package to backlog.

- Use the **Aspen** pipeline for most standard transfers of textual records.
- Reserve the **Alder** pipeline for transfers of large files, e.g. typically video and audio materials.



On the Archivematica **Transfer** tab:

- Select `Transfer type` = "Unzipped bag".
- Enter the `Transfer name` using the naming convention `ACN<<AccessionNumber>>_Creator_Descriptor`, e.g. "ACN2021-100_SFUGeography_CommitteeFiles".
- The `Transfer name` should be the same as the name of the validated transfer package created in step 3.7 above.
- Enter the `Accession number` without the "ACN" prefix, e.g. "2021-100".
- Leave `Access system ID` blank.
- Check `Automatically approve`.
- Use the `Browse` button to navigate to and select the transfer package you uploaded to `pine` at step 4.1 above; click the `Add` button.
- Click the `Start transfer` button.

As Archivematica processes the transfer, you will be prompted at three **decision-points** to select an option:

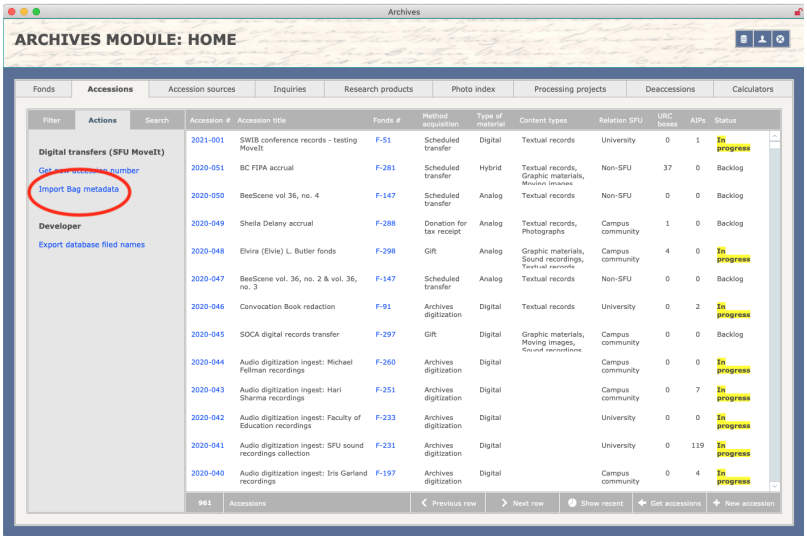
- `Perform file format identification (Transfer)` = "Yes"; select "Siegfried".
- `Examine contents` = "Yes".
- `Create SIP` = "Send to backlog".

At the end of the process, go to the Archivematica **Backlog** tab to verify completion.

Archivematica will sometimes encounter errors (and throw error messages) during processing.

- "Non-fatal" errors can stand, e.g. failure to identify the file format of a particular file; but these should be noted in the Accession record on the **Workflow > Other events** tab.
- "Fatal" errors will cause Archivematica to quit the ingest process; consult with other staff and Artefactual support as needed to resolve these on a case-by-case basis.

4.3 Import Bag data to AIS Accession record



AIS scripts can import data from transfer's `bag-info.txt` file to populate the AIS Accession record that you created previously (step 2.2).

Before importing the Bag data, make sure that a fonds and authority record for the creator already exist in the AIS.

To launch the AIS import script:

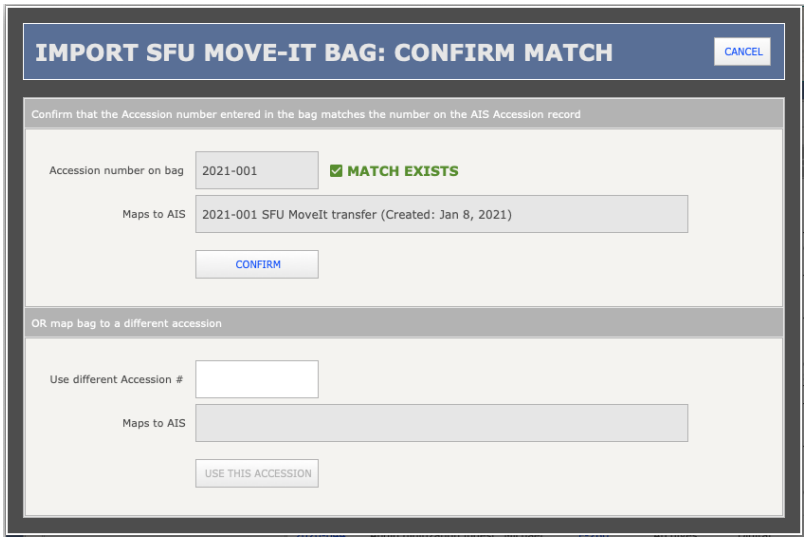
- Open the AIS **Archives module**.
- On the **Home > Accessions > Actions** tab, click the `Import Bag metadata` link.
- You will be prompted to select a folder: **always select the top-level folder of the bag** (e.g. `ACN2021-100_SFUGeography_CommitteeFiles`).
- You can also run the script by navigating to the Accession record; on the **Reports** click the `Image SFU MoveIt bag` link.

The AIS will route you to a screen to confirm that the Accession number entered in the `bag-info` file matches an Accession record in the AIS.

- Values will mis-match if you launched the import script from the wrong Accession record in the AIS or if you entered the wrong number in Bagger when adding validation metadata to the bag (step 3.7).
- Confirm, or enter the correct `Accession number` as required.
- If you correct the `Accession number` , the import script will add that information to the Accession record's `General note` field.

Click the `Confirm` button.

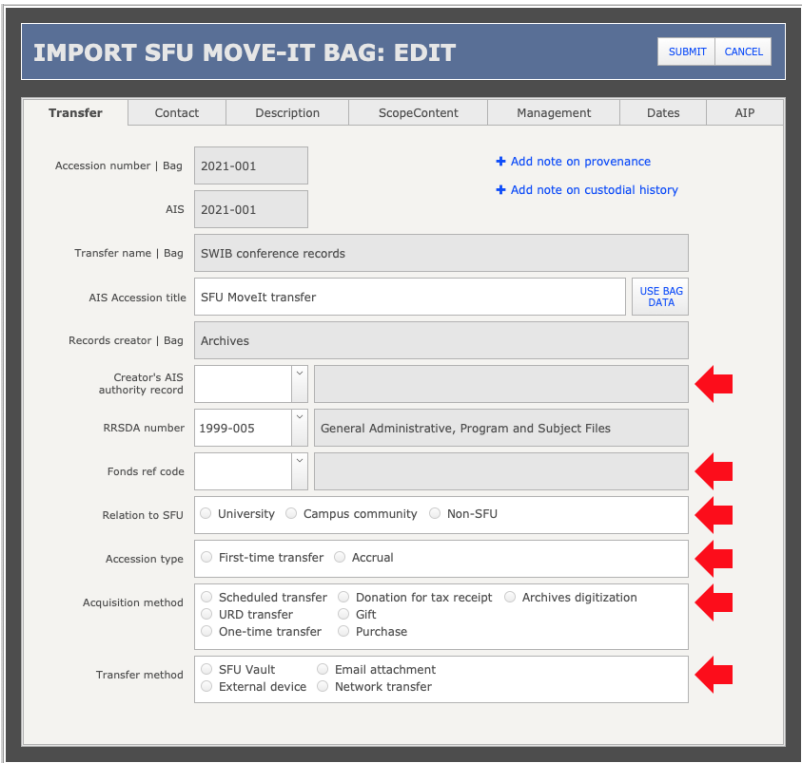
- The AIS imports the bag data and routes you to a **Data Entry** screen to review / verify the data and add other descriptive information as required.



4.4 Edit AIS accession record

All fields on the **Data entry** screen that have a red arrow next to them should be completed; the rest are optional.

- Other optional note fields can be accessed by links (e.g. `+ Add note on provenance`).
- See the AIS documentation site for guidance on all fields in AIS Accession records; the following notes highlight specifics relevant to the accessioning of digital transfers.



Transfer tab

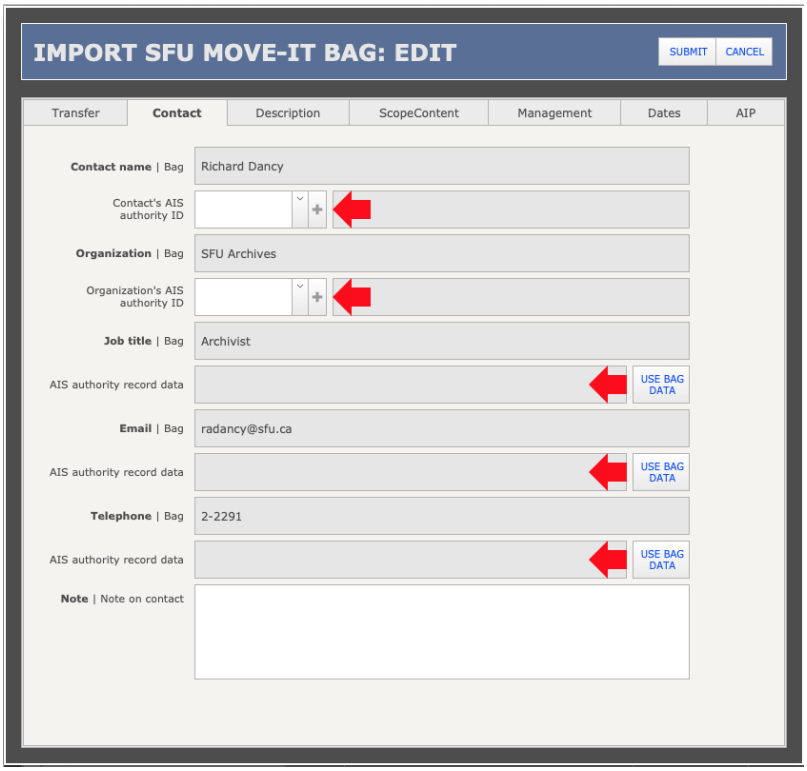
Update the default `Accession title` ("SFU MoveIt transfer") with something more descriptive.

- To use the transfer name supplied by the contact (displayed immediately above), click the `Use bag data` button.

The shaded `Records creator` field shows the value that was supplied by the contact in the bag.

- Link the accession to the `Creator's AIS authority record` by selecting the name from the drop-down list.
- Link the accession to the creator's AIS Fonds record by selecting / entering the `Fonds reference code`.
- The authority and fonds records must already exist; if you need to create them, click the `Cancel` button, create the records, then re-run the Bag import script.

Contact tab



The contact's information as supplied through MoveIt is displayed in the shaded fields.

- Link the accession to an existing contact by selecting their name from drop-down list in the `Contact's AIS authority ID` field.
- If the contact's supplied information (e.g. `Position / Job title` or `Email address`) differs from the information on the authority record, you can update the authority record by clicking the `Use bag data` button on any given field; but if the authority record information is more accurate, leave as is.

If there is no existing AIS authority record for the contact or the department / organization, click the `+` (Add new) button next to the drop-down list to create an authority record.

Description tab

The `Date range` fields default to values based on the information submitted with the Bag.

- If you know it is not accurate, enter the correct data here.

The `Physical description` field defaults to the `Bag size` calculated from the actual size of the transfer.

Scope and content tab

The `AIS scope and content` field combines the descriptive information supplied by the contact in the bag (`Producer's description`) and that added by the archivist during validation (`Archivist's description`).

- Edit as required for the Accession record.

Management tab

Flag any known privacy, copyright, or long-term preservation issues. This tab also contains the `General note` field for information relating to the transfer that does not fit into a more specific field.

Dates tab

These fields record dates of events in the workflow: dates of packaging and transfer (by the contact), validation and ingest (by the archivist).

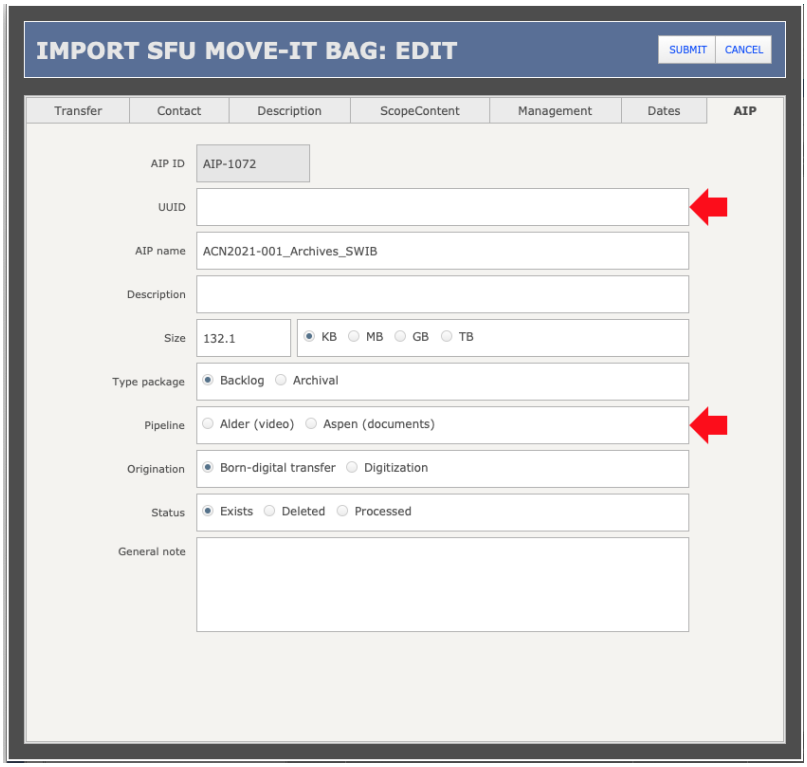
- These dates will later appear in the Accession record on the **Workflow** tab (**Key dates** and **Other events** subtabs).
- The `Packaged date` is generated by SFU MoveIt on package creation.
- To set the `Transfer date` to the `Packaged date` click the `Use same` button; or enter it manually if these are known to be different.
- The `Validation` values derive from data in the validated Bag.
- The `Ingest` values default to the current date and staff name; correct if needed (the import script assumes you have already ingested the transfer to Archivematica backlog).

AIP tab

Assuming you have already ingested the transfer to Archivematica backlog (step 4.2 above), click the `+ Register backlog package` link to create an AIP record in the AIS.

- The AIS AIP fields will appear for data entry.
- The AIS AIP table tracks Archivmatica backlog packages as well as fully processed AIPs.
- Copy / paste the package `UUID` from the Archivematica **Backlog** tab.

- The `Package name` field defaults to the name of the Bag.

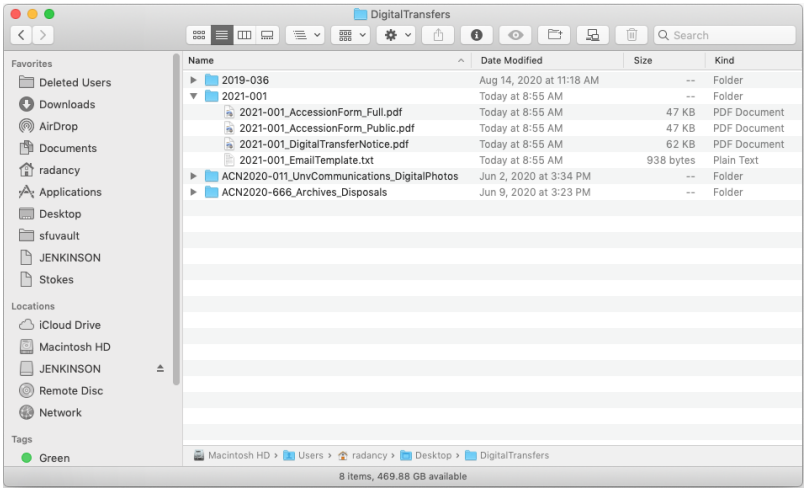


Submit data

Click the `Submit` button to complete data entry.

- A popup notice tells you the process is completed and takes you to the full Accession record.

4.4 Output AIS forms and notices



As part of the completion process triggered by the `Submit` button, the AIS outputs a number of files to a folder on your desktop `~/Desktop/DigitalTransfer/<<AccessionNumber>>` .

These files are:

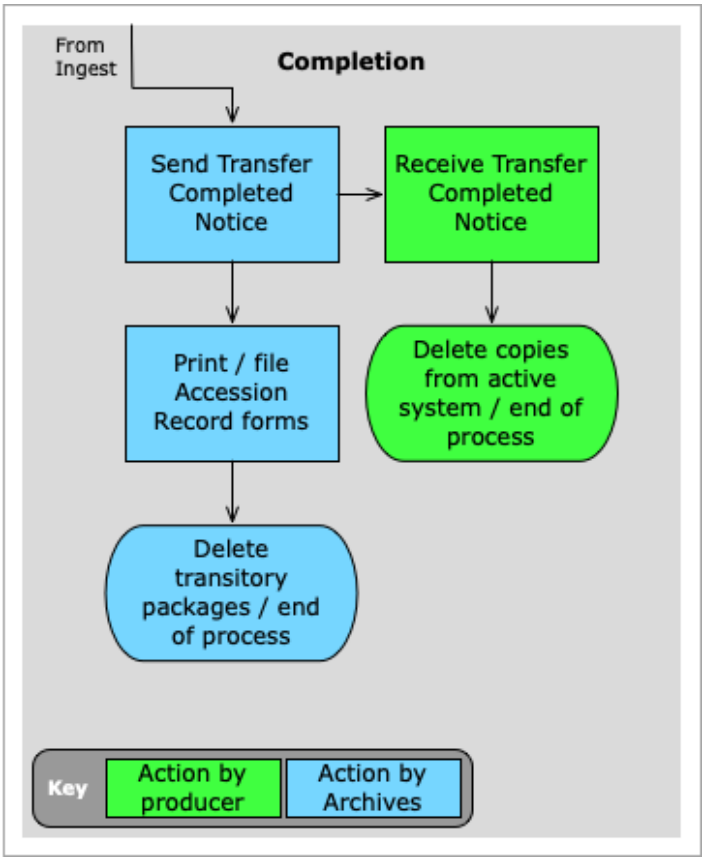
- One pdf **Accession Record Forms** for the collection file (`_AccessionForm_Full.pdf`) and one for the **Unprocessed Holdings** tab of the hardcopy finding aid (`_AccessionForm_Public.pdf`).
- A pdf form (`_DigitalTransferNotice.pdf`) and email template text (`_EmailTemplate.txt` file) to be sent to the contact (see step 5 below).

Last updated: Jan 29, 2021

< Previous: 3. Validation | Next: 5. Completion >

5. Completion

To complete the transfer, notify the producer contact that the transfer has been processed, file transfer documentation, and clean up (delete) transitory copies of the transfer package.



Steps

- 5.1 Send Transfer Completed Notice
- 5.2 File transfer documentation
- 5.3 Delete transitory copies

This phase begins after you have imported Bag data to the AIS and output the various forms and notices (step 4.4).

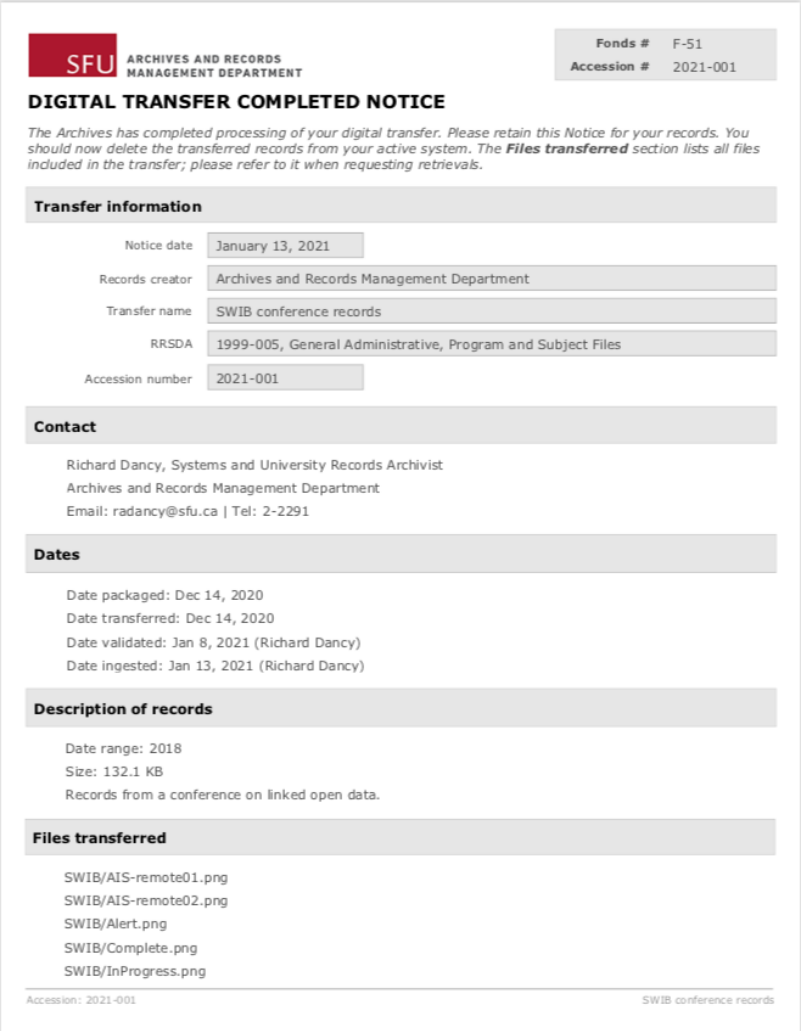
5.1 Send Transfer Completed Notice

Notify the producer contact that the transfer has been completed, using the **Digital Transfer Completed Notice** (pdf) and text template for the covering email.

- These are found in the `~/Desktop/DigitalTransfers/<<accession_number>>` folder.
- The notice includes the full list of files included in the transfer.
- The file list is generated from the Bag `manifest` file; it is not stored or retained in the AIS Accession record.

The covering email instructs the contact to delete their own copies of the files they transferred.

- This is typically appropriate for transfers of university records.
- It may or may not be appropriate for transfers of privately donated records, depending on the agreement with the donor.
- Use your judgment to customize the email message as appropriate for the given transfer.



SFU ARCHIVES AND RECORDS MANAGEMENT DEPARTMENT

Fonds # F-51
Accession # 2021-001

DIGITAL TRANSFER COMPLETED NOTICE

*The Archives has completed processing of your digital transfer. Please retain this Notice for your records. You should now delete the transferred records from your active system. The **Files transferred** section lists all files included in the transfer; please refer to it when requesting retrievals.*

Transfer information

Notice date	January 13, 2021
Records creator	Archives and Records Management Department
Transfer name	SWIB conference records
RRSDA	1999-005, General Administrative, Program and Subject Files
Accession number	2021-001

Contact

Richard Dancy, Systems and University Records Archivist
Archives and Records Management Department
Email: radancy@sfu.ca | Tel: 2-2291

Dates

Date packaged: Dec 14, 2020
Date transferred: Dec 14, 2020
Date validated: Jan 8, 2021 (Richard Dancy)
Date ingested: Jan 13, 2021 (Richard Dancy)

Description of records

Date range: 2018
Size: 132.1 KB
Records from a conference on linked open data.

Files transferred

SWIB/AIS-remote01.png
SWIB/AIS-remote02.png
SWIB/Alert.png
SWIB/Complete.png
SWIB/InProgress.png

Accession: 2021-001 SWIB conference records

5.2 File transfer documentation

File The **Accession Record Form** on the fonds collection file (full version) and the hardcopy finding aid (public verion).

- Both are in the `~/Desktop/DigitalTranfers/<<accession_number>>` folder.

File the Brunnhilde data (validation step 3.4) and the FileMaker analysis reports validation step 3.5 on the collection file (paper or electronic).

- Alternatively you can upload the reports (e.g. as a zip file) to the AIS Accession record at the **Documentation** tab.
- SFU Archives has not yet settled on how best to maintain this documentation.

File any substantive correspondence with the producer relating to the transfer (e.g. validation issues) on the collection file.

5.3 Delete transitory copies

Delete the various copies of the transfer package made during the transfer process:

- The copy the producer uploaded to the SFU Vault deposit folder (step 2.1).

- The copy you downloaded from the deposit folder for inspection and analysis (step 2.3).
- The validated package you made with Bagger following validation (step 3.7).
- The copy of the validated package you uploaded to `pine` for Archivematica ingest (step 4.1).

On Archivematica delete the job entries from the **Transfer** and **Ingest** tabs.

Last updated: Jan 29, 2021

< Previous: 4. Ingest

DOCUMENT CONTROL

Version history			
Version	**Date**	**Finalized by**	**Version notes**
v4.2	Jan 29, 2021	Richard Dancy	Minor revision; version number synced with PRC-57A (producers' procedures); snapshot from GitHub pages
v2.0	Jan 19, 2021	Richard Dancy	Updated for SFU MoveIt v2; text maintained on GitHub
v1.0	Oct 6, 2017	Richard Dancy	First iteration