

Instructions for Completing the Digital Records Transfer Inventory Form

Series Information – The top part of the form is for information on the records being transferred as a whole.

Transfer Number

On your initial submission of the transfer form, leave this field blank. The Archives will assign a number to this field and let you know what the transfer number is. In any communications about this transfer, or if you revise and re-submit the inventory form for the same transfer, you can refer to this transfer number.

Date

This is the date when you complete the form. Should you need to revise and resubmit the form for the same transfer, be sure to update the date in this field.

Agency

This field is for the official name of your agency. If the records are from a specific unit or division within the agency, be sure to include the official names for these as well. Example: State Highway Administration, Office of Real Estate

Series name

This is the name by which the records being transferred are called. This name should be the same as what appears on your agency's Record Retention and Disposition Schedule:
Example: Criminal Case Files

Series TE number

The Archives assigns to each type of record transferred from each agency a series number. For all digital record transfers, the series number starts with a TE. When you complete a transfer, you receive a receipt that refers to this TE number. Whenever you transfer additional records of the same type, you should reference that same TE number in this field. This ensures that new transfers are associated with previous transfers of the same type of record. If this is the first time records of this type have been transferred, please specify "Initial transfer" in this field.
Example: TE12

Retention Schedule:

You can only transfer records that are identified as permanent on an approved Agency Records Retention and Disposal Schedule (retention schedule, for short). To establish that these records have been established as permanent records, cite the schedule here. Be sure to include the schedule and item number and (if applicable to your schedule) the section and sub-item

number.

Example: 2330 IV 1a

Restriction Type

List any restrictions to access by citing the specific law or regulation that restricts access.

Example: Maryland Annotated Code General Provisions § 4-329

Record Type

In this field, enter what type of record you are transferring.

Examples: searchable text, nonsearchable text, database, photographs, maps, etc.

Record Format

Enter in the format or filetype of the records you are transferring. To ensure long-term accessibility to permanent records, records transferred to the Archives must be in non-proprietary, open formats that do not require specialized software to access them. Here are the Archives' preferred file formats for permanent records:

Images

1. TIFF
2. jpg
3. PDF/A -Text-searchable, if possible
4. PDF-Text-searchable, if possible

Text

1. rtf
2. PDF/A -Text-searchable, if possible
3. PDF-Text-searchable, if possible

Database

Database transfers must include the data sets and data structure in a mutually agreeable format, such as XML or mdb Access.

For more on the sustainability of the various digital formats, we recommend the Library of Congress's analysis at <http://www.digitalpreservation.gov/formats/index.shtml>

Examples: TIFF, rtf

Series description/Purpose of record

In this section, explain the purpose of the record and the reason that it is created. This description should be written so that a layperson can understand it. With these descriptions, patrons to the Archives can determine which record is likely to contain the information he or she

needs. The records inventory of your Agency Records Retention and Disposal Schedule should include a series description that you can use.

Example: This database indexes the permanent and non-permanent criminal and civil casefiles of the Maryland Circuit Courts and District Courts. It documents county, case identifiers, case type, case status, date, details on parties, court, and access restrictions

Number of records for entire transfer

Include the total record count for the entire transfer. The will use this record count to confirm that we received all the records that were transferred.

Total file size for entire transfer

Include the total file size for the entire transfer. The will use this number to confirm that we received all the information that you intended to transfer. Put the volume in a measurement such as MB, KB, etc.

Will these records ever be changed? If so, how will previously transferred records be updated?

Records should only be transferred to the Archives if they are inactive. However, there are situations where previously inactive records need to be edited or changed. Since the Archives holds the record copy after the transfer is complete, any changes to the records must be made to the record copy in the Archives custody. Therefore, prior to transfer, the Archives needs to know the likelihood that the record will be changed, and, if so, the agency's plan for having the Archives make these changes.

Is there an index? If so, please describe

Do the records being transferred require a separate index in order to find a specific record? If so, please provide a description of the index. If there is no indexing associated with the record, you can mark "No index." If there is an index associated with the records being transferred, the index needs to be transferred at the same time or previous to this record transfer so that the Archives can use the index to provide access to the records transferred into its custody.

Is other documentation needed to understand or provide access to these records? If so, describe here and submit a copy along with this inventory

Is there any other documentation needed to provide access to these records? For example, databases often have a data dictionary to explain the headings and the potential contents for each field. If so, please describe the documentation in this field and include a copy of the documentation along with the Digital Record Transfer Inventory form.

Do you have a preference on the method of transfer?

The method of transfer will be finalized after the transfer inventory has been approved. Which method of transfer is suitable depends largely on the size and frequency of the transfer. If you

have a preference on the method of transfer, you can note it here. Possible methods of transfer include removable media (such as CDs or harddrives) or online upload or download.

Would you like to arrange a regularly scheduled transfer of these records? If so, how often would you like to transfer?

If you are planning to transfer this same type of records on a regular basis and would like to do so on a scheduled basis, please note it here.

Example: Annual transfer every March

Item Level Inventory – This section of the inventory is to collect information on the transfer at an item-by-item level.

Description

This is the description of a specific item. Along with date, it differentiates the item from every other item listed on the inventory.

Examples: Cases 12-49-0001 through 12-49-0100; District 12 assessments

Filepath/Filename

Enter each filename in this column. If the file is within folders, also note the filepath or director structure so that we can locate and identify each file.

Examples: Carroll\CR_CC.txt; 2012\March\1.pdf

Date of the records

Give the date or date range covered by that item.

Examples: 01/31/1999; 12/2000; 2001-2005; etc.

Total File size for this unit

Enter in the file size for each unit.

Unit of measure

Include the measure of unit that you used for the file size.

Example: MB; KB; etc.

Number of records in this unit

Enter in the number of records in this unit. It may be that each unit has 1 record. However, in the case of a txt file of a database (for example), one text file may hold 10,000 records.

Notes

This field is for recording any additional information that is important to an understanding of the records.

MSA Unit

Leave this column blank. When the transfer is complete, the Archives will assign each unit a number for tracking purposes. This number will be included in the finalized inventory that you receive with your receipt.