

# PROCEDURES

# PRC-57(B)

## Transferring Digital Materials to SFU Archives: Procedures for Archives

Last updated: October 6, 2017

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## OVERVIEW

This procedure describes how to process transfers of digital records to SFU Archives. They are written from the point of view of Archives' staff.

- The procedures are largely the same for university and private records.
- The procedures cover archival records, i.e. the materials will pass directly to the custody and legal control of the Archives.
- There currently is no provision for semi-active records transfers.

For the transfer process from the point of view of the producers, see the companion procedures *PRC-57A, Transferring Digital Materials to SFU Archives: Procedures for Producers*.

## WORKFLOW

- [Step 1](#). A producer (SFU department or private donor) uses the online web form to request to transfer digital records to Archives.
- [Step 2](#). An archivist exports the form data from the Archives' website and uploads it to the Archives Information System (AIS) FileMaker database.
- [Step 3](#). An archivist validates (approves or rejects) the request to transfer.
- [Step 4](#). An archivist notifies the contact of the validation decision.
- [Step 5](#). If approved: the archivist creates a transfer folder on SFU Vault.
- [Step 6](#). The producer uses the SFU MoveIt utility to package the transfer as a Bag and uploads the transfer package to SFU Vault.
- [Step 7](#). An archivist validates (approves or rejects) the transfer.
- [Step 8](#). An archivist accessions the material in the AIS.
- [Step 9](#). An archivist ingests the transfer to Archivemata backlog.
- [Step 10](#). An archivist notifies the producer that the transfer is completed, deletes transitory packages, update the AIS, cleans up email correspondence.

## STEP 1. REQUEST TO TRANSFER

A contact for a producer initiates a transfer by completing and submitting an online *Digital Records Transfer Request Form* from the Archives' website.

- The Archives uses SFU's content management system, Adobe Experience Manager (AEM), to manage the form and submitted data.
- There are separate forms for university records and private records.
- The forms are available at <http://www.sfu.ca/archives/digital-repository/transfer-digital-records.html>.

## 1.1 Submit the request

1.1.1 The contact submits the online transfer request form.

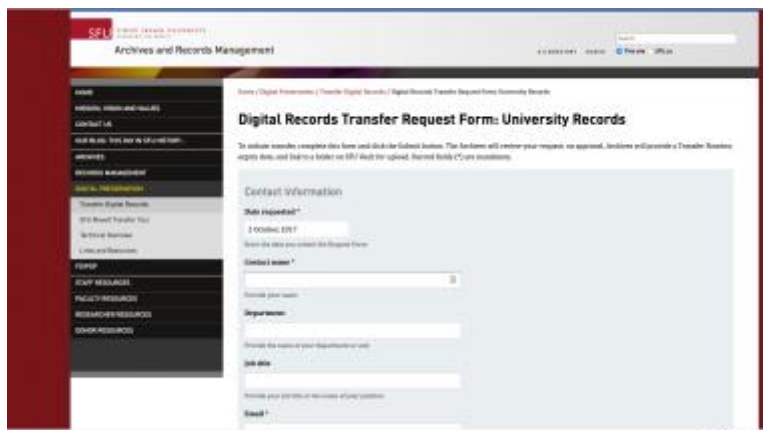
- For details on completing the form from the producer's point of view, see the guidelines on the [Archives' website](#) and procedure *PRC-57A*.

1.1.2 When a form is submitted, the AEM system:

- Sends a confirmation email to the person who submitted the form.
- Sends a notice email to the Archives at the [moveit@sfu.ca](mailto:moveit@sfu.ca) account.
- Stores the form data in AEM Bulk Editor.

1.1.3 The automated email messages include a summary of all data as submitted with the form.

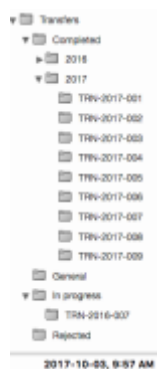
- This ensures that both the producer and the Archives have an independent record of what data was submitted.
- The text of the email messages is generated from three files stored in the Archives' dam folder in AEM; these can be edited.
  - `MoveIt_owner_notify_private.txt`
  - `MoveIt_owner_notify_university.txt`
  - `MoveIt_submitter_confirm.txt`



## 1.2 Receive the request

1.2.1 Archives' staff should daily monitor the [moveit@sfu.ca](mailto:moveit@sfu.ca) mailbox to receive notification of a request to transfer.

1.2.2 The directory structure of the [moveit](mailto:moveit@sfu.ca) email account organizes transfer correspondence by transfer number, with separate folders for Completed, In progress, and Rejected transfers.



## STEP 2. EXPORT / IMPORT FORM DATA

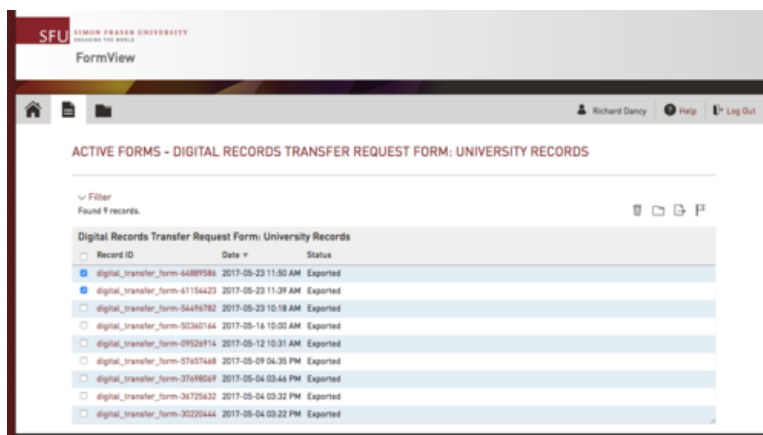
Upon receipt a request to transfer, export the form data from AEM and import it to the AIS.

### 2.1 Export data from AEM

2.1.1 Go to <https://formview.sfu.ca/> to access submitted forms.

- You will be prompted to enter your SFU credentials (email account name and password).

2.1.2 Click Active Forms.



2.1.3 Select the appropriate Digital Records Transfer Request Form (university or private records).

- AEM will display a list of submissions; select the form(s) you want to export.

2.1.4 Click the Export icon.

- AEM will download a csv (comma separate value) file to your Downloads folder.

2.1.5 Note that you can export multiple forms at the same time.

- Each form will appear as a separate row in the csv file.

2.1.6 There is typically no need to open the CSV file.

- **If you do open the file, do not alter the names of the column headers (row 1).**
- Changing the names of the columns headers will cause the AIS import script to fail.

## 2.2 Upload data to the AIS

2.2.1 To upload form data to the AIS, navigate to the AIS Repository Management Module **Home > Digital transfers** screen.

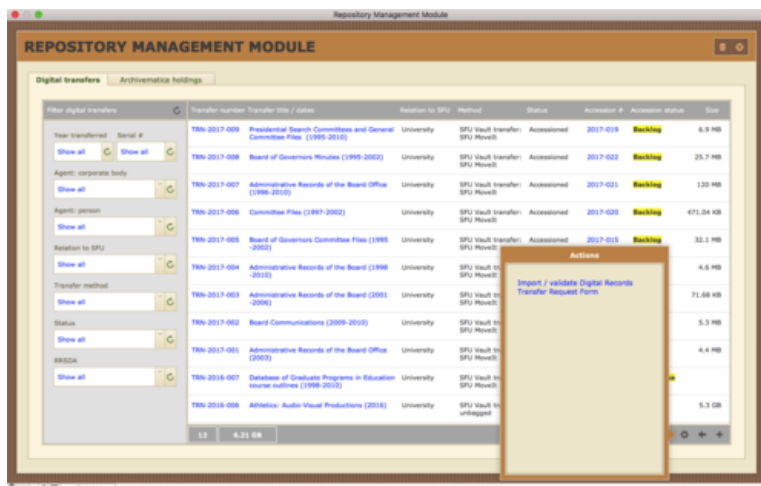
Note that this is an AIS4 ("new AIS") screen. To get here from AIS3 ("old AIS"):

- Go to the AIS3 **Home > Archives** screen.
- Click the "Browse / edit / add > Digital transfers" link.

To get here from any AIS4 screen or module:

- Go to the **Home** screen.
- Click the Open Module button (database icon) in the upper right corner of the screen; a popover menu open.
- Click the "Repository management" link.
- On the Repository Management **Home** screen, click the **Digital transfers** tab.
- The **Home > Digital transfers** screen displays a filterable list of all existing transfers.

2.2.2 Click the Action/Reports button (the gear icon) in the bar below the display list.



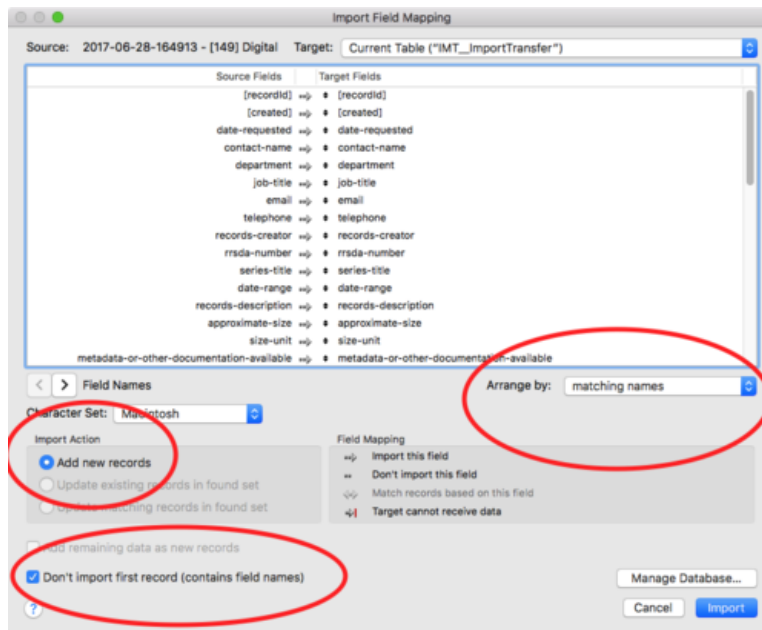
2.2.3 In the pop-up window, click the "Import / validate Digital Records Transfer Request form" link.

- You will be prompted to navigate to the CSV file you downloaded from AEM.
- The file is typically in your computer's Download folder.
- The file name has the form YYYY-MM-NN-serialNumber [149] Digital Records Transfer Request Form: University Records.csv (e.g. 2017-06-28-164913 - [149] Digital Records Transfer Request Form: University Records.csv).

- In the FileMaker dialog box, make sure the "Show" menu option = "All Available" or "Comma-Separated Text Files".
- Click the Open button.

2.2.4 On the Import Field Mapping dialog box, make sure the following settings are entered as follows:

- *Import Action* = "Add new records".
- *Don't import first record (contains field names)* = Checked.
- *Arrange by* = "Matching names".



2.2.5 It is critical that "Matching names" is selected in the *Arrange by* setting.

- The import script will not work correctly if any other value is selected.
- The "Matching names" option will not be available (is greyed-out) if "Don't import first record (contains field names)" is unchecked.
- Click the Import button.

2.2.6 On the Import Options window, check the box "Perform auto-enter options while importing".

- Click the Import button.
- The AIS imports the CSV data.

2.2.7 The AIS presents a dialog box (Import Summary); click the OK button.

- The AIS routes you to the **Import / Validate Digital Transfer** screen.

## STEP 3. VALIDATE REQUEST TO TRANSFER

Use the **Import / Validate Digital Transfer** screen to review the information submitted by the contact in order to make a decision to approve or reject the transfer. This section of the procedures describes the main fields for data review / entry.

- Request clarifications from the contact if necessary.
- Revise data as necessary.
- The data can also be edited later, after it has been submitted, by navigating to the transfer and editing from the **Record View** screen.
- For general features of data entry screen (e.g. buttons), see the AIS4 User Manual chapter 1.1, [AIS4 General Features > Common Screens / Layouts](#).

### 3.1 Web form data

This area shows the web form's unique ID and the date it was submitted.

#### *Date requested*

- Defaults to the date the web form was submitted.

### 3.2 Contact

This area records the contact information of the person who made the transfer request.

#### *Contact's name and Department / organization name as submitted*

- The grey fields show the contact's name and department as entered on the form.



- You need to link these to their respective AIS authority (Agent) records.
- On import, the AIS tries to match the names against existing authority records and returns their IDs if it finds a match.
- Confirm matches or select from the list of existing agents.
- If the name is not in the list, click the New record button (+ icon) to create a new person or organization agent record.
- For more detail on adding new agents, see chapter 5.2 in this manual, *Authority Control > Add a New Agent from a Pick List*.

The screenshot displays the 'IMPORT / VALIDATE DIGITAL TRANSFER FORM' interface. It is divided into two main sections: 'Contact' and 'Records creator(s) / producer(s)'.  
 In the 'Contact' section, the following fields are visible:  
 - Contact's name as submitted: Dancy, Richard  
 - Register / create contact authority record: AGM-459 (with a dropdown arrow and a '+ C +' button) and Dancy, Richard  
 - Department / organization name as submitted: Archives  
 - Register / create department authority record: (with a dropdown arrow and a '+ C +' button) [Red arrow points to this field]  
 - Job title: Archivist  
 - Email address: rdancy@sfu.ca  
 - Telephone: 2-2291  
 - Action buttons: UPDATE, DOWNLOAD, VIEW  
 In the 'Records creator(s) / producer(s)' section:  
 - Records creator as submitted: Archives  
 - Select agent: (with a dropdown arrow and a '+ C +' button) [Red arrow points to this field]  
 - REGISTER button  
 - Role selection: Creator, Records creator, Donor, Collector, Fonds creator, OPR, Custodian  
 At the bottom, there are navigation controls (ZOOM IN, ZOOM OUT, PAGE UP, PAGE DOWN, TOP, BOTTOM, SPELL CHK) and a browser status bar showing the date and time: 2017-10-02, 2:30 PM.

*Job title, Email address, Telephone number*

- Contact information data appear as they were submitted in the online form.
- If any of this information is different from the contact's existing agent record, an additional set of buttons will appear.
  - *Update*: click to overwrite the existing agent record values with the data as submitted in the current form; use this when the form represents the most current data.
  - *Download*: click to overwrite the current form with values from the existing agent record; use this when the existing agent record is preferred (e.g. the person abbreviated their job title or gave the wrong phone number).
  - *View*: click to open a pop-up window displaying the current agent record values so you can compare the two.

### 3.3 Records creator(s) / producer(s)

This area links the transfer to the producer's authority (agent) record and fonds.

- You must register at least one entity as the records creator.
- If there are multiple entities involved, register each separately.
- For example, the records creator may be different from the Office of Primary Responsibility (OPR) and from the fonds creator.
- E.g. the Senate Undergraduate Studies Committee may be the records creator; Student Services is the OPR; and Senate is the fonds creator.

The screenshot displays the 'IMPORT / VALIDATE DIGITAL TRANSFER FORM' interface. The 'Records creator(s) / producer(s)' section is active, showing 'Records creator as submitted' as 'Archives'. Below this is a 'Select agent' dropdown menu with a 'REGISTER' button to its right, indicated by a red arrow. The 'Role' section contains radio buttons for 'Creator', 'Records creator', 'Donor', 'Collector', 'Fonds creator', 'OPR', and 'Custodian'. An 'Agents registered' list is currently empty. At the bottom of this section is an 'Assign to fonds' field, also indicated by a red arrow. The 'Description of material' section shows 'RRSDA number' as '1999-005' and 'Committee Files'. The browser address bar shows 'Browse' and the timestamp '2017-10-02, 2:30 PM'.

#### *Records creator as submitted*

- Shows the name of the records creator as entered by the contact on the form.
- The AIS compares the name to existing authority records and if it finds a match enters the agent's ID in the *Select agent* field.

#### *Select agent*

- Confirm the match or select from the list of existing agents.
- If the name is not in the list, click the New record button (+ icon) to create a new person or organization agent record.
- For more detail on adding new agents, see chapter 5.2 in this manual, *Authority Control > Add a New Agent from a Pick List*.

#### *Role*

- Indicate the agent's role in relation to the creation, maintenance and use of the records.
- If the roles of records creator, OPR, and fonds creator are performed by the same body, simply use "Creator".

#### *Register button*

- **Click the Register button to link the transfer to the agent as records creator / producer.**

#### *Assign to fonds*

- You must select a fonds to which the transfer is assigned.
- If a fonds does not exist, quit the import process (click the Cancel button in the top Navigation Bar) and follow the instructions to the AIS4 User Manual, chapter 3.1 (*Archives Module > Fonds Register*), then start the import process again.

### 3.4 Description of materials

This area contains fields that describe the material being transferred, showing data as entered by the contact through the web form.

#### *RRSDA number*

- Only applicable to transfers of university records; leave blank for privately donated materials.
- If there is no applicable RRSDA (or the contact has selected an RRSDA that provides for destruction rather than transfer), you should speak with the contact to clarify whether or not the records should be transferred.

*Relation to SFU*

- "University" = official records of a department of SFU (always a corporate body).
- "Campus community" = records of a campus-based organization (corporate body) or the records of an SFU faculty member, retiree or alumni (person).
- "Non-SFU" = any other records.

*Metadata or other documentation*

- Check "Yes" if the producer has in addition metadata or other documentation associated with the records to be transferred.
- E.g. technical or user manuals for a database.
- Descriptive metadata output from a system that was separate from the records.
- The contact should have provided a description; request clarifications is necessary.

### 3.5 File formats

These fields shows the formats that the contact indicated would be included in the transfer.

- This information is mainly used here to flag problematic formats.
- If the producer is sending many formats that are (according to SFU Archives' *Format Policy Registry*) non-preferred formats (e.g. Word rather than PDF files), you should contact them to discuss the implications.

### 3.6 Validation

Complete this area to record the validation decision.

#### *Validation decision*

- "Approved" = SFU Archives will accept the transfer.
- "Rejected" = SFU Archives will not accept the transfer; decision, rationale and producer's options should be explained to the contact in follow-up communication.
- "Pending further information" = you must follow up with the contact before making a decision.

#### *Date validated / Validated by*

- Auto-enters to current date and current user name when you click a value in Validation decision.

#### *Transfer number expiry date*

- This defaults to 30 days after the approval date when you select "Approved" in Validation decision.
- Can be shortened or lengthened for particular transfers.
- The purpose of the expiry date is to ensure that contacts are not re-using the same transfer number for different transfers over time.
- Use the same date when setting the expiry date of the share to the SFU Vault transfer folder.

#### *Validation notes / rationale*

- Can be left blank if Validation decision = "Approved."
- Give rationale if decision = "Rejected."
- Indicate what needs clarification if decision = "Pending further information".

### 3.7 Complete import: submit data

Complete the import process by clicking the Submit button in the top Navigation Bar.

- The AIS imports the data, creates a new Transfer record with a unique Transfer identifier (transfer number).
- The AIS closes the **Import / Validate Digital Transfer** window and routes you to the **Record View** screen for the new transfer.

Even if you reject the request to transfer, you should still submit the web form (i.e. import the data into AIS).

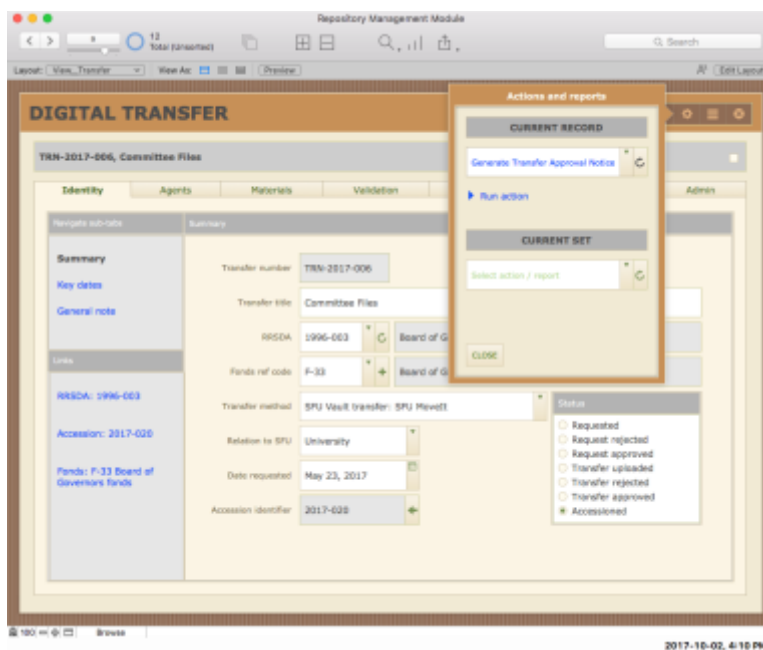
- This ensures that the request, decision and rationale are documented and can be reported in stats.

## STEP 4. NOTIFY CONTACT

Notify the contact of the validation decision (approve or reject). If you approve the request, you can use the AIS to generate boilerplate text for the *Transfer Approval Notice* email.

## 4.1 Generate approval notice

4.1.1 Navigate to the transfer record on its **Record View** screen.



4.1.2 Click the Actions/Reports button (gear icon) in the top right button bar.

- A popover window appears.

4.1.3 Under "Current record" select "Generate Transfer Approval Notice".

- A "Run action" link will appear.

4.1.4 Click the link to generate the notice.

- The AIS will show a dialog box telling you that the text of the notice has been copied to your clipboard.
- Click OK.
- The AIS will route you to the **Validation > Request** tab.
- Note that from this tab includes a direct link ("Copy text of email Transfer Approval Notice to your clipboard") that can also be used to generate the same notice.

4.1.5 In the moveit@sfu.ca email account, reply to the Transfer Request Notice email you received in step 1.2 above to initiate the transfer and paste the boilerplate text from your clipboard.

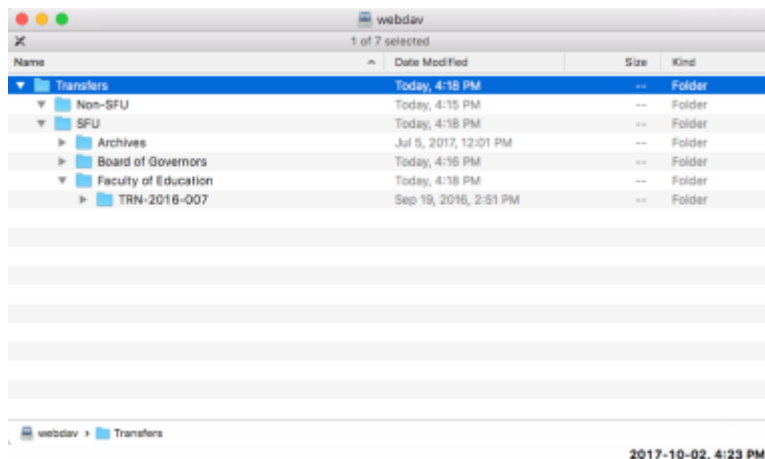
- Customize the text as required and send.

## STEP 5. CREATE TRANSFER FOLDER ON SFU VAULT

On approval, create and share a transfer folder on SFU Vault. The folder will be used by the contact to upload the digital objects.

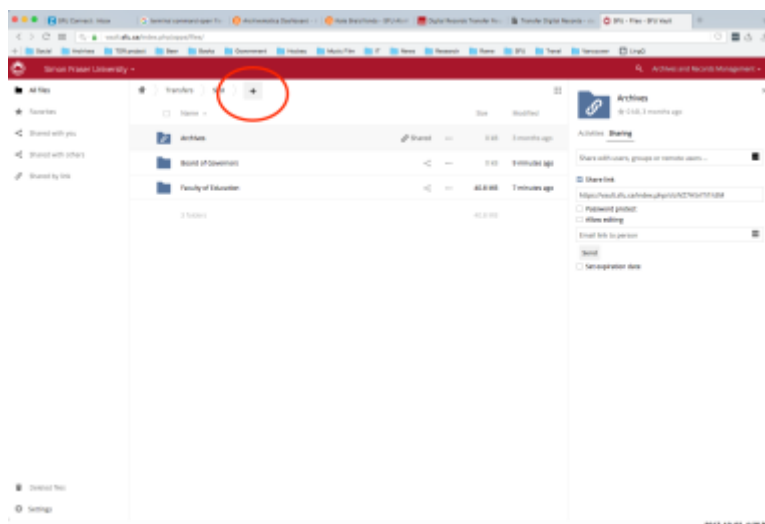
The SFU Vault space for the moveit account has a folder named Transfers, with sub-folders for SFU and Non-SFU producers.

- Folders should be named by producer (e.g. "Board of Governors") in the appropriate SFU / Non-SFU folder.



## 5.1 Create a new folder for a producer

If there is no existing folder for a producer, create a new one.



5.1.1 In your web browser, open the url <https://vault.sfu.ca>.

- Use the moveit account credentials to log in (credentials can be found at ITM001-30).

5.1.2 Click the Transfers folder.

5.1.3 Click the + button.

5.1.4 Select "Folder".

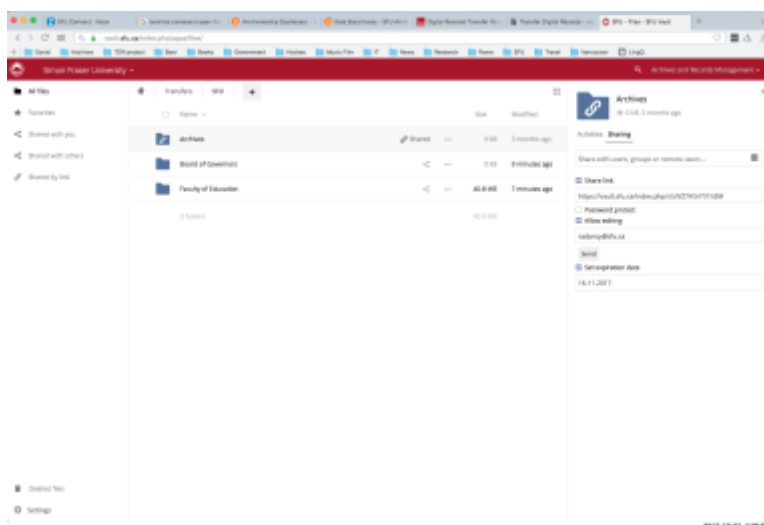
5.1.5 Enter the producer's name and hit return.

- The new folder will be created.

## 5.2 Add a share to the producer's transfer folder

Share the producer's transfer folder with the contact. Without a share, the contact will not be able to access the transfer folder.

- 5.2.1 Navigate to and select the producer's transfer folder.
- 5.2.2 In the right-hand sidebar that appears, check the box "Share link."
- 5.2.3 Check the box "Allow editing".
- 5.2.4 Check the box "Set expiration date" and enter the transfer Expiry date.
- 5.2.5 Enter the contact's email address.
- 5.2.6 Click the Send button.
- 5.2.7 SFU Vault will send an email to the contact with a link to the transfer folder.
  - You cannot customize the text of this message.
  - The boilerplate text for the *Transfer Approval Notice* (step 3.8 above) includes a statement telling the contact to expect shortly a link to the transfer folder.



## STEP 6. TRANSFER RECORDS

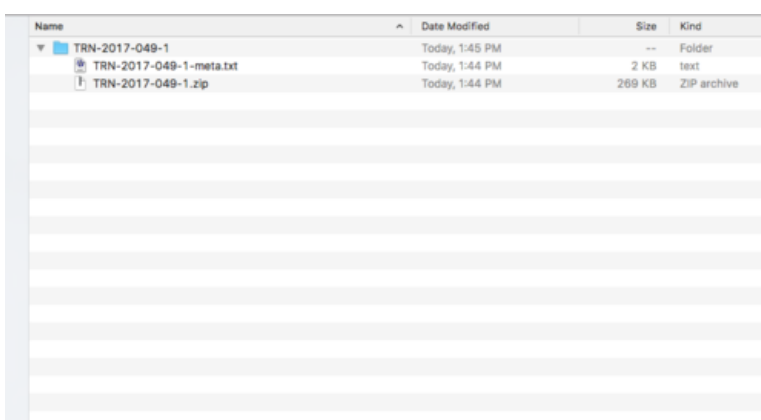
The contact packages the records for transfer and uploads them to the transfer folder on SFU Vault.

- For details on this process from the producer's point of view, see [PRC-57A, Transfer Digital Records to SFU Archives: Procedures for Records Producers.](#)



## 6.1 Package files with SFU MoveIt

- 6.1.1 The contact uses the desktop utility SFU MoveIt to create a transfer package that implements the BagIt standard.
- 6.1.2 The contact may create multiple packages to send in multiple transfer sessions under the same Transfer Identifier.
- 6.1.3 For each package, SFU MoveIt creates a folder to the contact's desktop; it contains a zipped Bag and an SFU-specific "meta.txt" file that includes transfer metadata and the Bag contents list.
- SFU MoveIt names each folder TRN-YYYY-NNN-N (TRN-Year-SerialNumber-SessionNumber).
  - E.g. TRN-2017-049-2 = 2nd session of transfer 49 of 2017.



Name	Date Modified	Size	Kind
TRN-2017-049-1	Today, 1:45 PM	--	Folder
TRN-2017-049-1-meta.txt	Today, 1:44 PM	2 KB	text
TRN-2017-049-1.zip	Today, 1:44 PM	269 KB	ZIP archive

## 6.2 Upload package to SFU Vault

- 6.2.1 The contact uses the link received in step 4.3 above to connect to SFU Vault and upload the transfer package(s) to the producer's transfer folder.
- 6.2.2 The contact emails the Archives (moveit@sfu.ca) when the transfer is completed.

# STEP 7. VALIDATE THE TRANSFER

Validation involves checking the checksum (to make sure no data was corrupted on upload to SFU Vault) and inspecting the transfer contents to ensure that it matches the description given on the *Transfer Request Form*. The validation decision is recorded in the AIS transfer record.

## 7.1 Validate the checksum

Use Checksummertime, a custom-built Mac desktop utility, to compare the checksum of the transferred Bag to the original checksum stored in the "meta.txt" file.

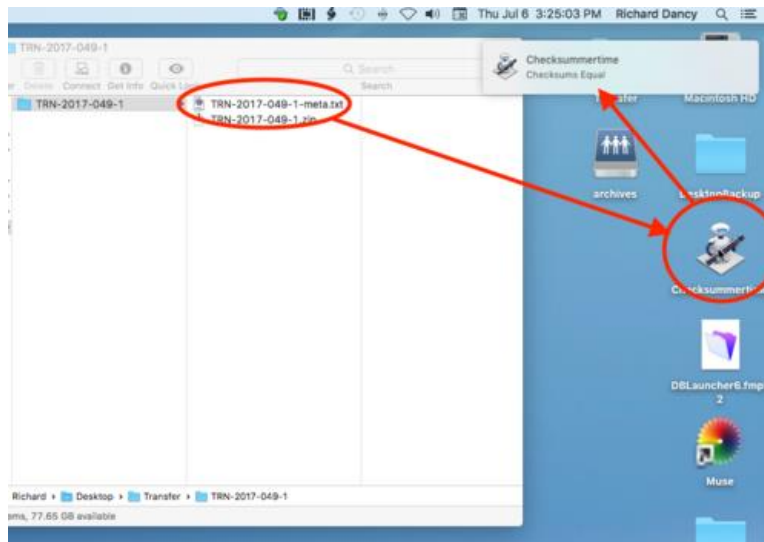
- 7.1.1 Ensure that a copy of Checksummertime is stored on your desktop.
- Checksummertime can be downloaded from ITM002-30.
- 7.1.2 Connect to the moveit Vault folder via webdav with your Mac's Connect to Server utility.

- Currently Richard Dancy is the only one with webdav access.
- Consult with Alex Garnett to set up webdav access.

7.1.3 Navigate to the transfer folder the contact uploaded.

7.1.4 Drag the "meta.txt" file from the transfer folder to the Checksummertime utility.

- Checksummertime returns a message indicating whether the checksums "are equal" or "are not equal".



7.1.5 If the checksums do not match ("not equal"), try comparing the checksums manually.

- Open a new Terminal window.
- Type md5 (include space after md5).
- Drag the zipped Bag from the transfer folder into the Terminal window to get its file path.
- Hit Return.
- Terminal returns the Bag's checksum.
- Compare this against the value given in the "meta.txt" file.

7.1.6 If there still is no match, some data was corrupted when the contact uploaded the transfer package to SFU Vault.

- In SFU Vault, move the transfer package to the FailedTransfers folder.
- Communicate with the contact and have them repackage and resend the transfer.

7.1.7 If the transfer fails repeatedly, consult with the contact and devise some other method of transfer (e.g. external hard drive).

## 7.2 Validate transfer contents

Inspect the transfer contents to make sure that the records transferred reasonably match the description originally provided on the Transfer Request Form.

7.2.1 Navigate to the SFU Vault transfer folder via webdav.

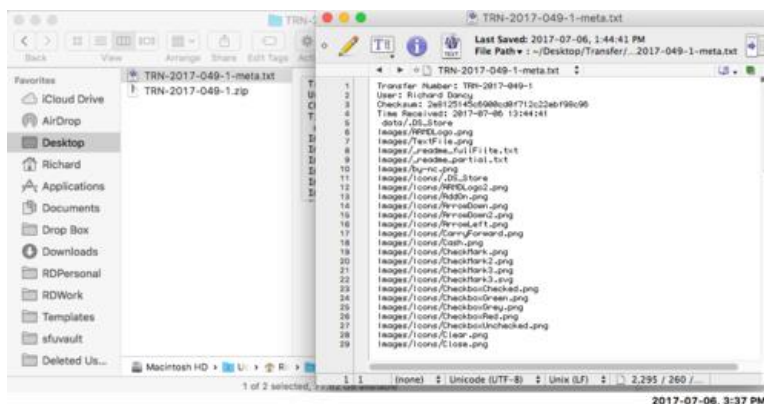
7.2.2 Open the "meta.txt" file.

7.2.3 Scan the file titles and file format extensions.

- In many cases, this will be sufficient to confirm that the records are acceptable for transfer.

7.2.4 If you need to examine / sample the files themselves, double-click the zip file to open the Bag.

- Navigate to the data sub-folder to view the objects transferred.
- When examination is complete, be sure to delete the unzipped Bag before ingesting to Archivematica.



## 7.3 Update the AIS

Record the validation decision on the transfer record in the AIS.

7.3.1 Navigate to the transfer record.

- E.g. by selecting it from the Repository Management Module **Home > Digital transfers** screen.

7.3.2 On the transfer record, go to the **Validation > Validate transfer** tab.

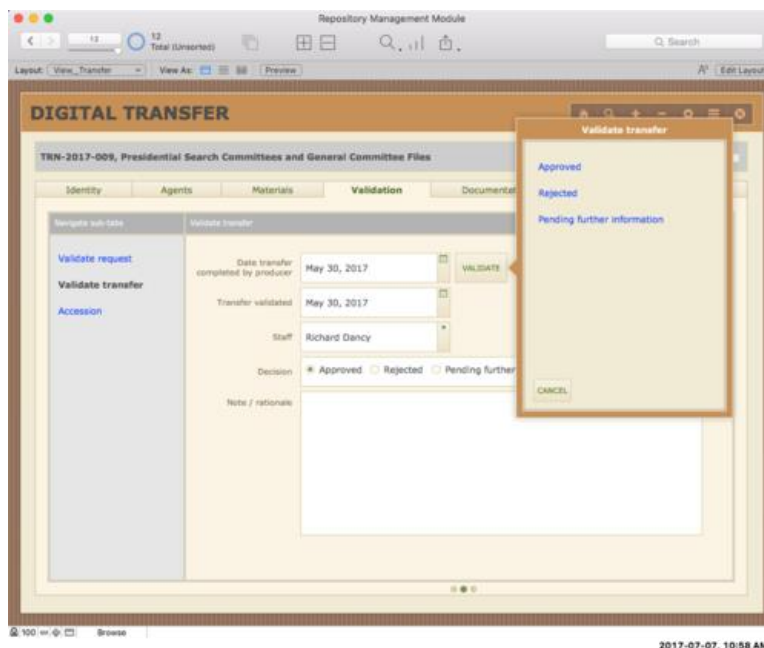
7.3.3 Click the Validate button to auto-enter the fields with the current date and your user name.

7.3.4 Record the decision in the *Decision* field:

- "Approved" = transfer was successful, proceed with ingest to Archivematica.
- "Rejected" = transfer will not be accepted by Archives.
- "Pending further information" = Archives is following up with contact for clarification.

7.3.5 Enter any relevant information relating to the validation decision in the *Note / rationale* field.

- May be left blank if *Decision* = "Approved".
- Give rationale if *Decision* = "Rejected".



## STEP 8. ACCESSION THE TRANSFER IN THE AIS

Accession the transfer in the AIS prior to ingest to Archivematica. This ensures that there is a unique *Accession identifier* that can be entered into the Archivematica dashboard when processing the ingest.

### 8.1 Accession transfer

- 8.1.1 Navigate to the transfer record.
- 8.1.2 On the transfer record, go to the **Validation > Accession** tab.
- 8.1.3 Enter the *Size of transfer*.
  - Get this data from the transfer folder(s) on SFU Vault.
- 8.1.4 The *Fonds ref code* should already be entered (was entered previously during validation).
- 8.1.5 You can add the transfer to an existing accession or create a new accession record.
  - Typically each transfer will be its own accession (but a transfer may have multiple sessions).
  - To register to an existing accession, enter the *Accession identifier* (e.g. 2017-022).
  - To create a new accession, click the Add button (+ icon) next to the *Accession identifier* field; the AIS assigns the next available number and auto-enters certain fields based on information in the transfer record.
- 8.1.6 The remaining fields display data from the Accession record; fields in white can be directly edited.

- 8.1.7 On creating a new accession record, *Accession status* defaults to "Backlog."
- If you anticipate the ingest process being delayed or taking an extended time, change the value to "In progress."
- 8.1.8 The *Extent and rights statements* default to values based on transfer information.
- Extent derives from *Size of transfer*.
  - Access and use rights statements are based on whether the materials transferred are university records or not.
- 8.1.9 To view or edit the full accession record (in the AIS Archives Module), click the Go button (arrow icon) next to the *Accession identifier* field.
- 8.1.10 The link "Copy text of email Transfer Accessioned Notice to your clipboard" is used later in the workflow (step 10 below).

The screenshot displays the 'DIGITAL TRANSFER' form within the 'Repository Management Module'. The form is titled 'TRN-2017-009, Presidential Search Committees and General Committee Files'. It features a navigation menu with tabs: Identity, Agents, Materials, Validation, Documentation, Storage, and Admin. The 'Accession transfer' section contains the following fields:

- Size of transfer: 6.9 MB (with radio buttons for KB, MB, GB, TB)
- Fonds number: P-33 (with a dropdown arrow)
- Accession identifier: 2017-019 (with a dropdown arrow)
- Date accessioned: May 30, 2017
- Accession status: Backlog (with a dropdown arrow)
- Acquisition method: Scheduled transfer (with a dropdown arrow)
- Accession type: Accrual (with a dropdown arrow)
- Format: Digital (with a dropdown arrow)

On the right side, there is a 'Rights and Rights Statements' panel with the following content:

- Extent statements: Extent received: 6.9 MB
- Rights statements: Access: Records are subject to FOIPPA; Use: University records: SFU owns copyright in its own materials

At the bottom of the form, there is a blue link: 'Copy text of email Transfer Accessioned Notice to your clipboard'.

## STEP 9. INGEST THE TRANSFER TO ARCHIVEMATICA BACKLOG

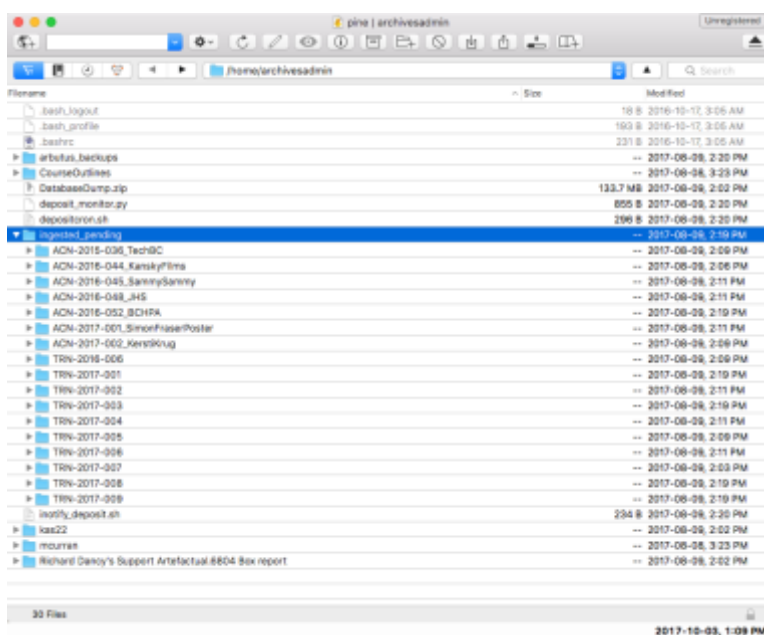
Ingest involves creating a backup copy of the transfer and processing the transfer through Archivematica to backlog.

### 9.1 Create a backup copy

The purpose of this step is to ensure that a backup copy of the transfer is available in the event that mistakes are made during ingest or arrangement and description and you want to be able to start fresh with the original transfer.

- 9.1.1 Open Cyberduck, FileZilla or some other FTP client.
- 9.1.2 Connect to the Pine VM (pine.archives.sfu.ca).
- Note that you must have administrator access privileges to access Pine via this method.
  - Administrator access rights are assigned to accounts that are added to the vadmin email list.
  - As October 2017, the list is owned by Richard Dancy; Paul Hebbard and Alex Garnett are also managers who can add / remove accounts from the list.
- 9.1.3 Navigate to the folder home/archivesadmin/ingested\_pending.
- 9.1.4 Upload the transfer folder(s) from SFU Vault to this directory.
- 9.1.5 Do not delete the copy from this directory until the transfer has been fully processed (i.e. arranged and described).

- A copy should remain in the ingested\_pending folder for as long as the transfer sits in Archivemata backlog.**



## 9.2 Ingest to Archivemata backlog

Follow regular Archivemata procedures to ingest the transfer.

- 9.2.1 Open the Archivemata dashboard using the appropriate pipeline.
- Use Aspen for standard textual documents.
  - Use Alder for larger video and audio materials.
- 9.2.2 In *Transfer type*, select "Zipped bag."

9.2.3 In *Accession number*, enter the *Accession identifier* from step 8.1.5 above.

9.2.4

### 9.3 Confirm access to backlog objects

Confirm that Archives is able to find and download objects from the transfer now in Archivemata backlog. The rationale for this precaution is that the Archives will be advising the producer to destroy their copies of the records they have transferred; we want to ensure that we have verified that we will be able to access the records on demand.

9.3.1 On dashboard Backlog tab, run a few searches on the names of files you know are included in the transfer.

- Search on "Phrase" (not "Keyword") and use wildcards before and after the word you want to search on.
- E.g. \*alberta\* should return the file SCC\_Alberta\_2012.pdf.

9.3.2 From the Backlog tab, download the backlog package to your desktop, unzip the tar file, and navigate to the objects directory to confirm that the files are accessible.

## STEP 10. COMPLETE TRANSFER

Complete the transfer by deleting the transfer package from SFU Vault, updating the AIS record, clearing the job from the Archivemata dashboard, notifying the contact that the transfer has been accessioned, and cleaning up email correspondence relating to the transfer.

### 10.1 Delete transfer package

Delete the transfer package from SFU Vault.

- Do not delete the producer's general transfer folder, just the specific transfer folder the contact uploaded at step 6.2 and you ingested to Archivemata at step 9.2.

10.1.1 Connect to the moveit SFU Vault account, via either webdav or your web browser.

10.1.2 Navigate to the producer's transfer folder.

10.1.3 Delete the transfer folder (i.e. the folder named TRN-YYYY-NNN).

### 10.2 Update the AIS accession record

Update the accession record you created for the transfer in step 8.1 above.

10.2.1 Navigate to the accession record in the Archives module.

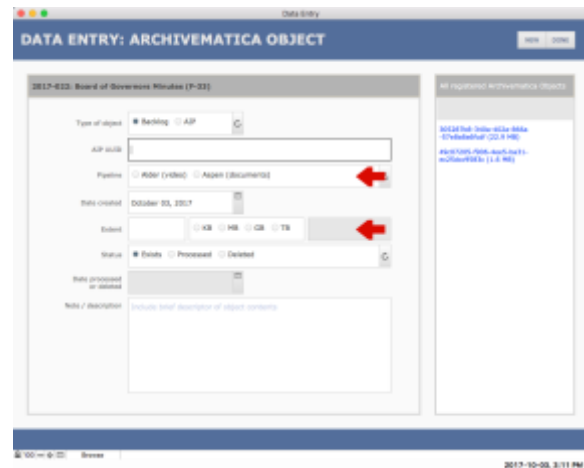
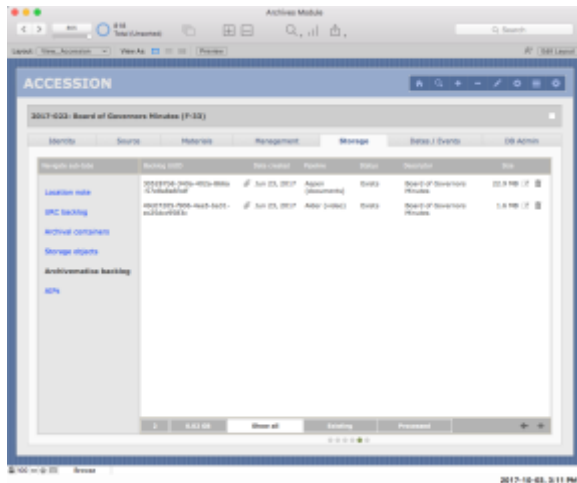
10.2.2 On the accession record, go to the **Storage > Archivemata backlog** tab.

- This tab displays all of the Archivemata backlog packages registered to the accession.

- Make sure one of the filter buttons is selected (Show all | Existing | Processed) to display records properly.

10.2.3 Click the Add new button (+ icon) below the display list to register the backlog object to the accession.

- AIS creates a new Archivemata object record and routes you to the **Data Entry** screen in a new window.



10.2.4 Enter all fields.

- Default values are automatically set in *Type of object* ("Backlog"), *Date created* (current date), and *Status* ("Exists").
- Get the *AIP UUID* and *Extent* from the Archivemata dashboard Archival storage tab (copy the UUID to your clipboard and paste into the AIS record).
- Sometimes when you paste text from another application into a FileMaker field, font formatting is also copied over. Avoid this (the pasted formatting will override all FileMaker formatting). The font should be Verdana 12pt; if it is not, use the Mac undo command ( $\text{⌘}+z$ ) to "unformat" the pasted text.
- Select the Archivemata *Pipeline*.
- Enter any descriptive information about the transferred records in the *Notes / description* field (e.g. "2014 Board minutes"); this will facilitate later retrieval.

10.2.5 Click the Done button to close the **Data Entry** window.

10.2.6 Print the *Accession Record Form* for the collection file.

- Select the gear icon in the upper Navigation button bar.
- Under "Current record" select "Accession Record Form".
- Click the "Run action" link that appears.
- AIS generates the form; click Print to print.



## 10.3 Clear the Archivemata dashboard

Clear completed jobs from the Archivemata dashboard.

10.3.1 Locate the job the Transfer tab and click the Remove icon.

10.3.2 Do the same on the Ingest tab.

## 10.4 Notify the contact

Notify the contact by email that the transfer has been successfully accessioned into the Archives' preservation system.

The AIS can generate boilerplate text for the notification email.

10.4.1 Navigate to the transfer record in the Repository Management module.

10.4.2 Go to the **Validation > Accession** tab.

10.4.3 Click the link "Copy text of email Transfer Accessioned Notification to your clipboard."

- The AIS will show a dialog box telling you that the text of the notice has been copied to your clipboard.
- Click OK.

The screenshot shows a web browser window displaying the 'Repository Management Module' interface. The main content area is titled 'DIGITAL TRANSFER' and shows details for a specific transfer record (TRN-2017-009). The 'Validation' tab is selected, and the 'Accession' sub-tab is active. The form contains the following fields and values:

Field	Value
Size of transfer	6.9 MB
Fonds number	F-33
Accession identifier	2017-019
Date accessioned	May 30, 2017
Accession status	Backlog
Acquisition method	Scheduled transfer
Accession type	Accrual
Format	Digital

At the bottom of the form, there is a link: "Copy text of email Transfer Accessioned Notice to your clipboard".

10.4.4 In the moveit@sfu.ca email account, reply to the Transfer Request Notice email you received in step 1.2 above to initiate the transfer and paste the boilerplate text from your clipboard.

- Customize the text as required and send.

10.4.5 Note that the boilerplate email text includes a paragraph instructing the contact to delete the transferred records from their active system.

- SFU departments should delete their copies because the authoritative record is now in the preservation system (avoid duplication).
- Private donors may or may not delete their copies, depending on the terms of the Donation Agreement; adjust the email text accordingly.

## 10.5 Clean up email correspondence

All email correspondence relating to the transfer should be filed in a single transfer folder in SFU Connect (TRN-YYYY-NNN).

10.5.1 Move all incoming and outgoing messages to the transfer folder in Connect.

10.5.2 Move the transfer folder to the Completed > YYYY directory in Connect.

## Document Control

<b>Version history</b>			
<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Finalized by</u></b>	<b><u>Version notes</u></b>
v1.0	Oct 6, 2017	Richard Dancy	First iteration