

DIGITAL RECORDS TRANSFER REQUEST FORM

CONTACT INFORMATION

Date requested

Department

Contact name

Job title

Email address

Telephone

DESCRIPTION OF MATERIAL

RRSDA /
Record series

Date range

Records
description

attach separate screen shots if required

FORMATS TO BE TRANSFERRED

Check all file formats that (to the best of your knowledge) will be included in the transfer. If you are transferring file formats that do not appear below, list the extensions in the "Other" box.

For more information on file formats, see the Archives **Format Policy Registry** at:

<http://www.sfu.ca/archives/fpr>.

TEXTUAL	
<input type="checkbox"/> doc <input type="checkbox"/> odp <input type="checkbox"/> pdf <input type="checkbox"/> ppt <input type="checkbox"/> rtf <input type="checkbox"/> wpd <input type="checkbox"/> docx <input type="checkbox"/> odt <input type="checkbox"/> pdf/a <input type="checkbox"/> pptx <input type="checkbox"/> txt	
DATASETS	
<input type="checkbox"/> ods <input type="checkbox"/> xlsx <input type="checkbox"/> xls	
STILL IMAGES	
<input type="checkbox"/> 3fr <input type="checkbox"/> cr2 <input type="checkbox"/> eps <input type="checkbox"/> jpg <input type="checkbox"/> mj2 <input type="checkbox"/> pct <input type="checkbox"/> raf <input type="checkbox"/> tiff <input type="checkbox"/> ai <input type="checkbox"/> crw <input type="checkbox"/> erf <input type="checkbox"/> jpm <input type="checkbox"/> mrw <input type="checkbox"/> pef <input type="checkbox"/> raw <input type="checkbox"/> x3f <input type="checkbox"/> arw <input type="checkbox"/> dcr <input type="checkbox"/> gif <input type="checkbox"/> jpx <input type="checkbox"/> nef <input type="checkbox"/> png <input type="checkbox"/> svg <input type="checkbox"/> bmp <input type="checkbox"/> dng <input type="checkbox"/> jp2 <input type="checkbox"/> kdc <input type="checkbox"/> orf <input type="checkbox"/> psd <input type="checkbox"/> tga	
MOVING IMAGES	
<input type="checkbox"/> avi <input type="checkbox"/> mov <input type="checkbox"/> mpeg-2 <input type="checkbox"/> swf <input type="checkbox"/> flv <input type="checkbox"/> mpeg-1 <input type="checkbox"/> mpeg-4 <input type="checkbox"/> wmv	
SOUND	
<input type="checkbox"/> ac3 <input type="checkbox"/> mp3 <input type="checkbox"/> wma <input type="checkbox"/> aiff <input type="checkbox"/> wav	
WEBSITES	GENERIC
<input type="checkbox"/> warc	<input type="checkbox"/> xml
OTHER FORMATS (List extensions, separated by commas)	