
Transferring Archival Records: How to Complete a Digital Transfer Inventory Sheet

Purpose: Provide guidance to state and local government agencies on how to complete a Digital Transfer Inventory Sheet to facilitate the transfer of digital records to Washington State Archives.

FIRST: Verify that digital records do have an Archival designation or any exceptions are approved by an Archivist and eligible for transfer. Contact recordsmanagement@sos.wa.gov with any questions of eligibility.

NEXT: Prepare files for transfer – see advice sheet “Preparing Digital Records for Transfer”. **Please do NOT send CD’s or DVD’s. If you have data or information stored on a CD or DVD, download the files to a location on a drive and then prepare for transfer.**

PLEASE COMPLETE ALL spaces, columns and check boxes before submitting to the Archives. Complete the upper portion as to who you are and contact information if there are any questions. Be sure to answer all the “yes or no” questions.

To index or not to index: Certain records will require indexing prior to transfer. Images of minutes, ordinances and resolutions as well as audio recordings are to be indexed before transferring. For assistance in indexing, please contact recordsmanagement@sos.wa.gov.

RECORD SERIES TITLE AND DESCRIPTION: All you need is one line for each title of the record series from approved retention schedule. If transfers are of a unique nature or for a special collection not defined in a retention schedule, use title of collection/records as directed by an acquisitions archivist. Include a brief description with some summary details if applicable. For example, in the description name/list any specific individuals (former Director Jane Smith) pertaining to the records being transferred or “Day of Good Deeds 2017” and any additional metadata identifiers to assist future research.

DISPOSITION AUTHORITY NUMBER (DAN) – Unique number assigned to record series from approved retention schedule – the DAN number and the associated records series title should match each other.

DATE RANGE - Start date and end date of records being transferred. These dates are used to identify the time frame for those records being transferred. May use month/year or month/date/year.

FILE FORMAT(S) – List the files formats of actual files being transferred. For example, you may use the “emails, word or excel, photos”, or use file extensions such as .pst or .msg, docx, xml, cvs, pdf/A, .tif or .jpeg to describe the types of file formats included as part of the transfer. If it’s proprietary or obsolete format, please note as well.

FILE SIZE – An estimate of the size of the files being transferred over in terms of bytes. . A “ball park” estimate is fine, don’t count each single individual document! An estimate of size is required in order to plan for server space and if files are small enough to be transferred through the “Archives This” tool using FTP protocols or if a secure hard drive needs to be supplied to accommodate larger transfers.

CITE APPLICABLE RESTRICTIONS or EXEMPTIONS FOR ACCESS – Indicate specific restrictions or exemptions that will impact access to those records. Simply using “private” doesn’t count since there is not a specific “privacy” exemption, specifics are required. If data is confidential or sensitive according to either HIPPA, FERPA or other restrictions this is where it should be noted as well as any other applicable specific exemptions.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**