# Transferring Digital Records to Queen's Archives

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# Outline

Selecting records for transfer

Process of transferring digital records

- Transfer request
- Levels of Transfer
- Sending records to Queen's Archives

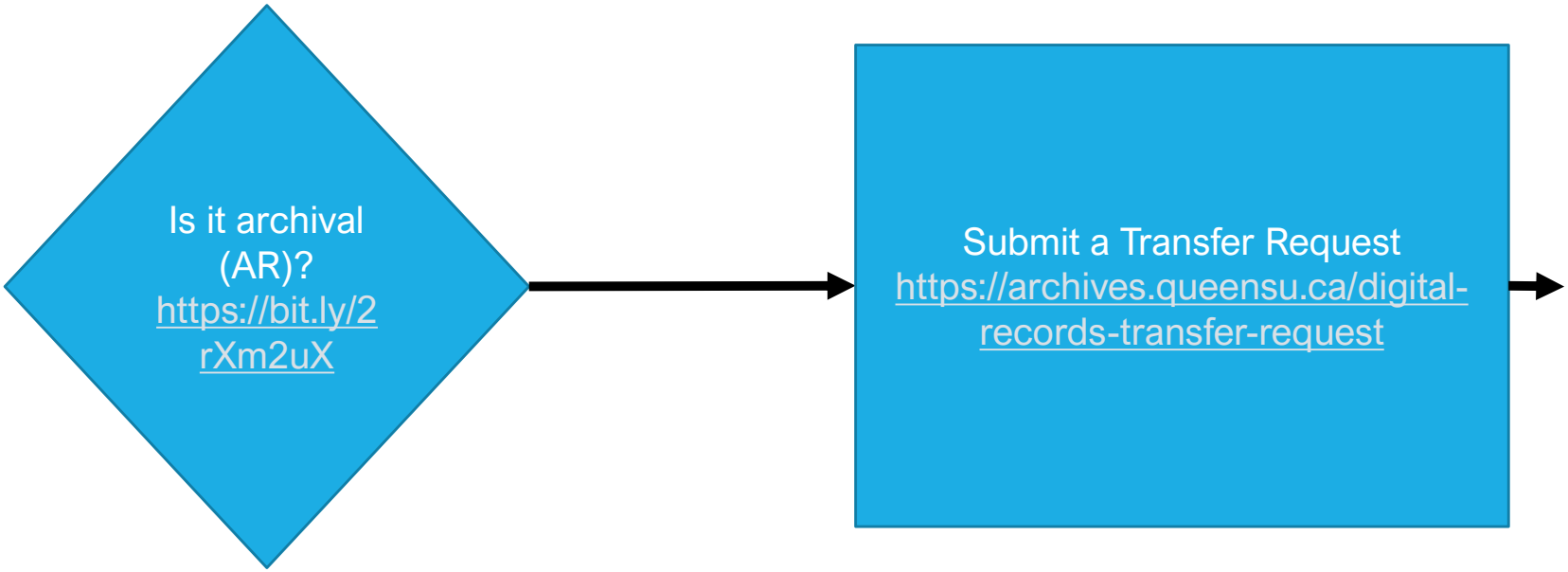
Demonstration

Limitations

Links

# Where to Begin?

https://bit.ly/2Pkf6Ab



# Digital Records Transfer Request

## REQUIRED INFORMATION

Contact name

Department

Email

Records creator

Date range of records (approximate)

File titles longer than 200 characters?

Individuals files larger than 15 GB?

## ADDITIONAL INFORMATION

Job title

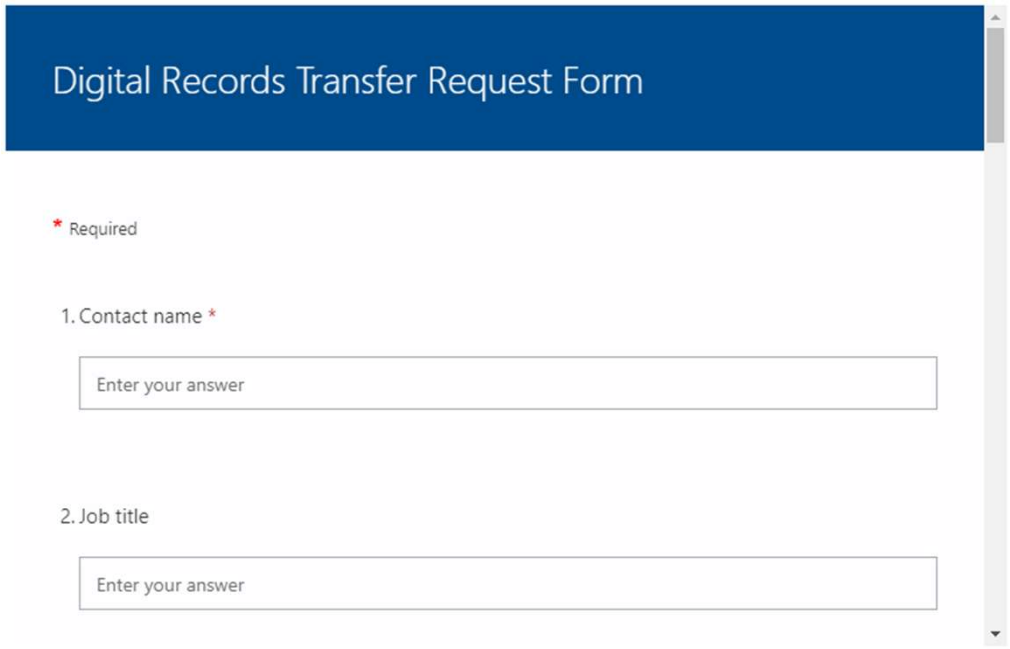
Telephone

Description of records

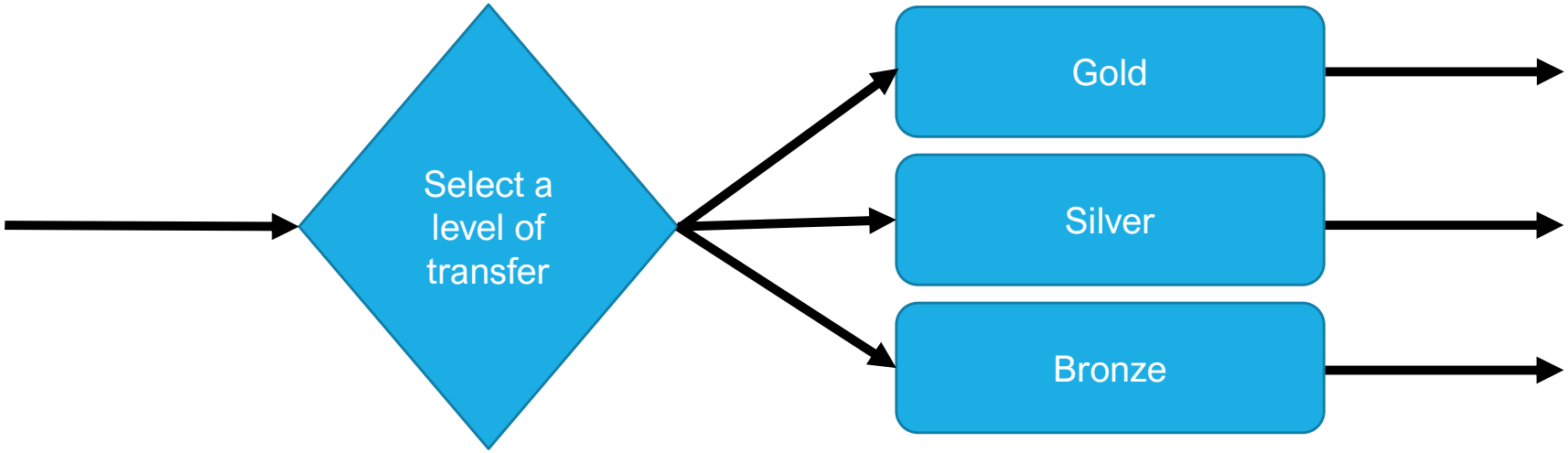
Approximate size of transfer

Records ever copied/moved to current location?

# Digital Records Transfer Request



# Levels of Transfer



# Levels of Transfer

## Gold Level

- https://archives.queensu.ca/about-archives/archival-transfer/digital-records#gold
- Ensures the integrity of records is maintained from the source computer through transfer to the Archives

## Silver Level

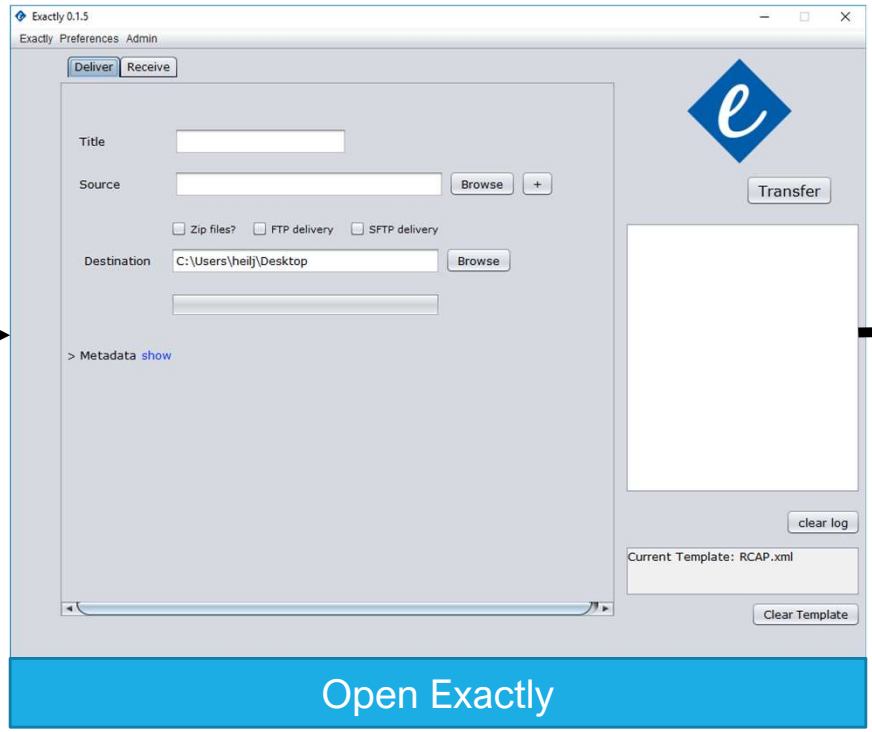
- https://archives.queensu.ca/about-archives/archival-transfer/digital-records#silver
- Maintains some level of integrity of the records during transfer

## Bronze Level

- https://archives.queensu.ca/about-archives/archival-transfer/digital-records#bronze
- Simply transfers the records from the source to the Archives, but omits integrity checks

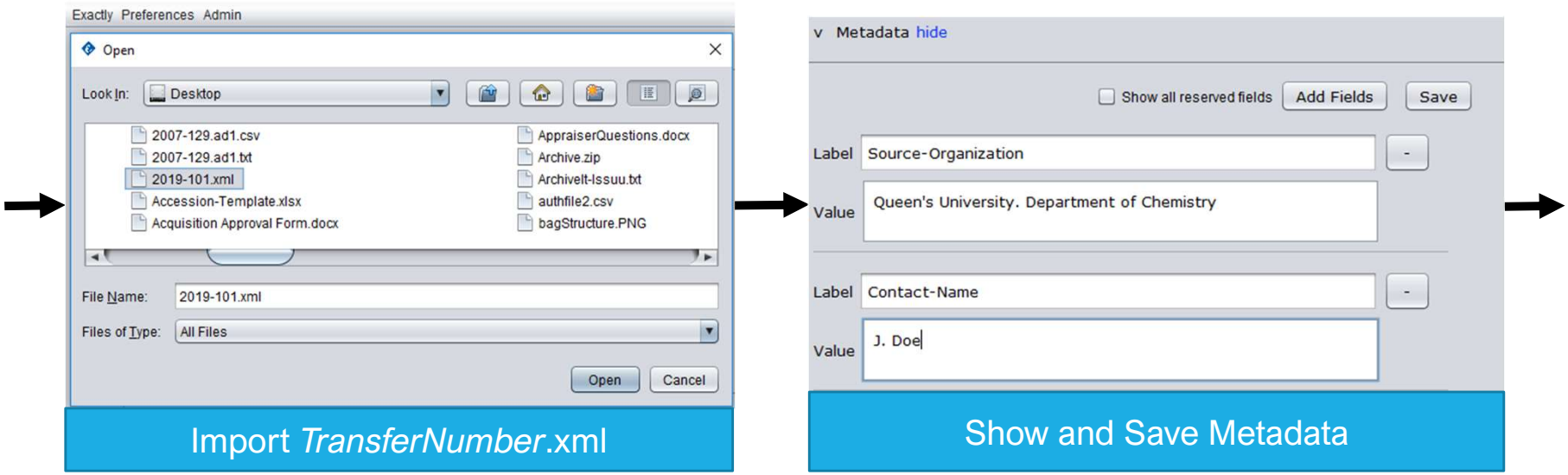
# Gold Level - Exactly (Transfer Utility)

Receive & Save *TransferNumber*.xml

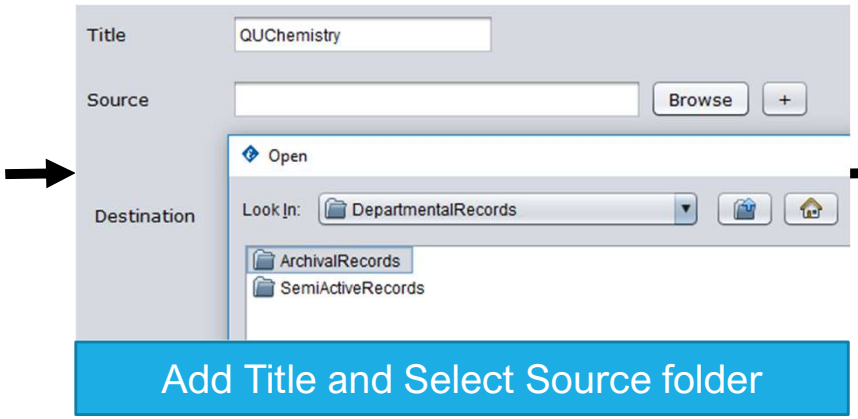



Open Exactly

# Gold Level - Exactly (Transfer Utility)

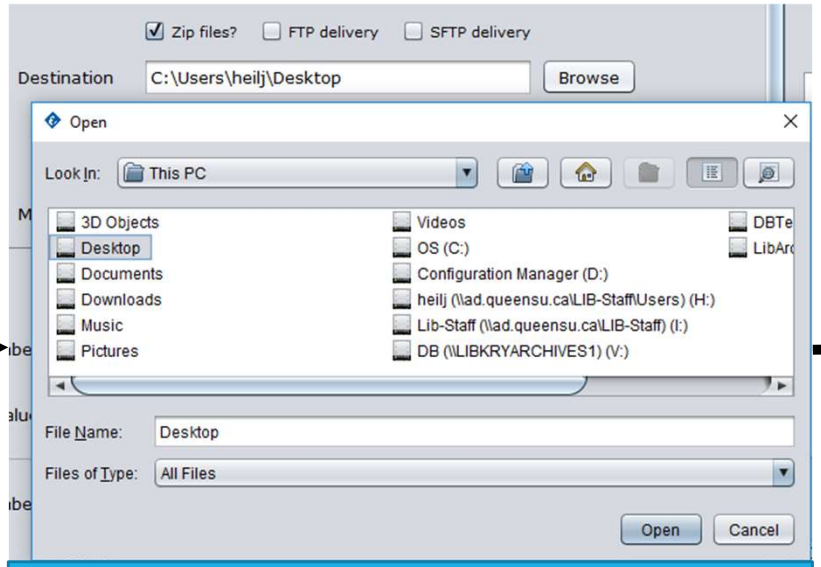


# Gold Level - Exactly (Transfer Utility)




Add Title and Select Source folder

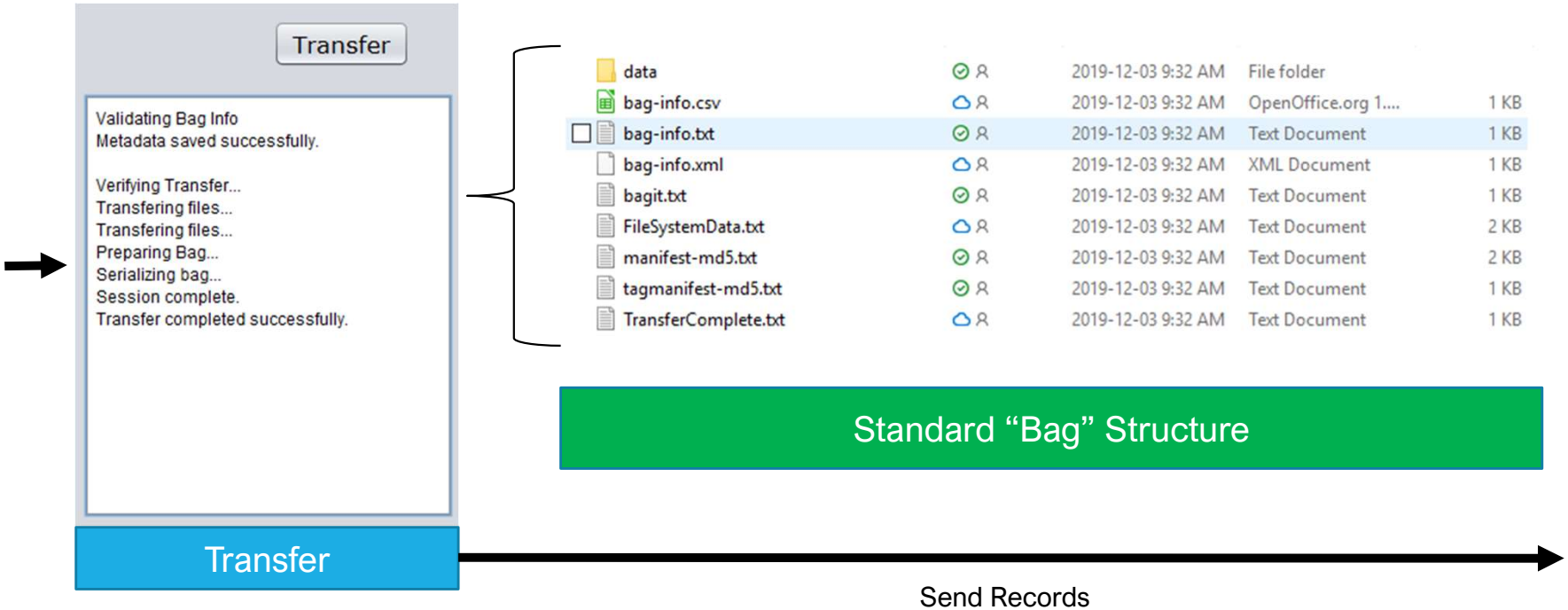
For titles, please enter without spaces or special characters



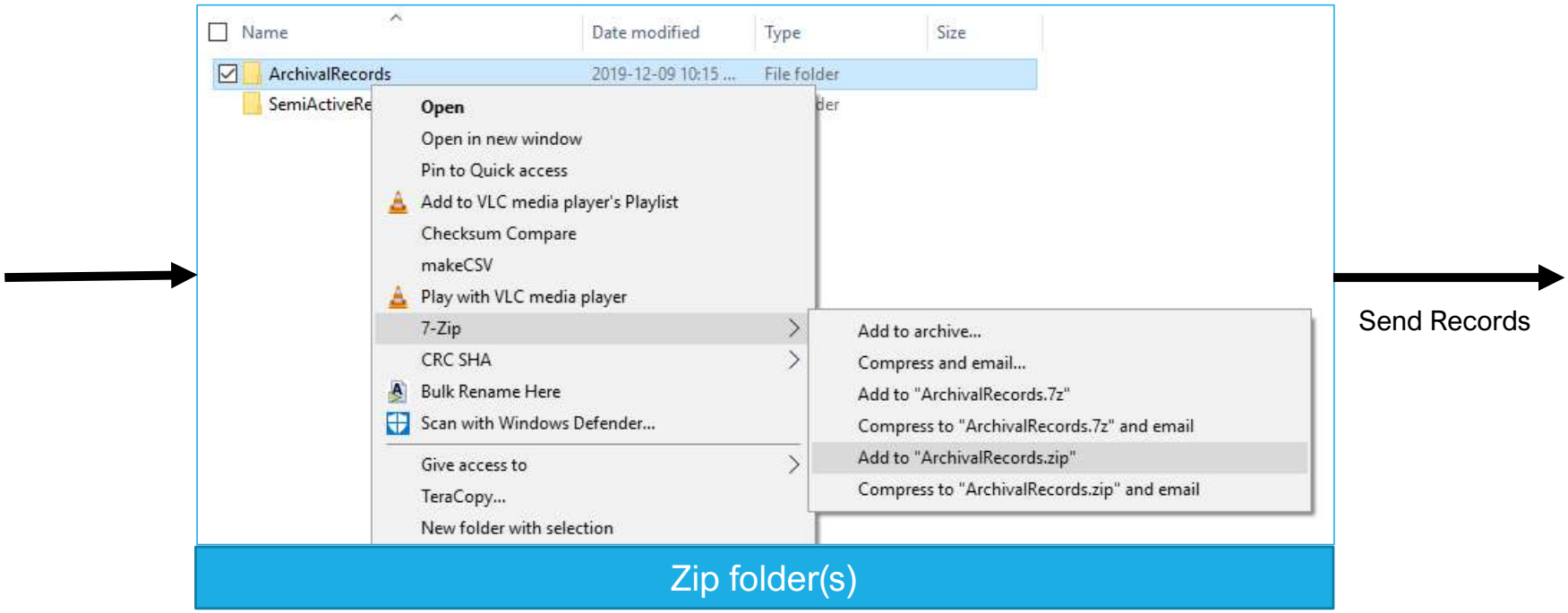

Set Destination folder & Zip

*Large folders may take a long time to zip
*Zip file cannot be larger than 15 GB

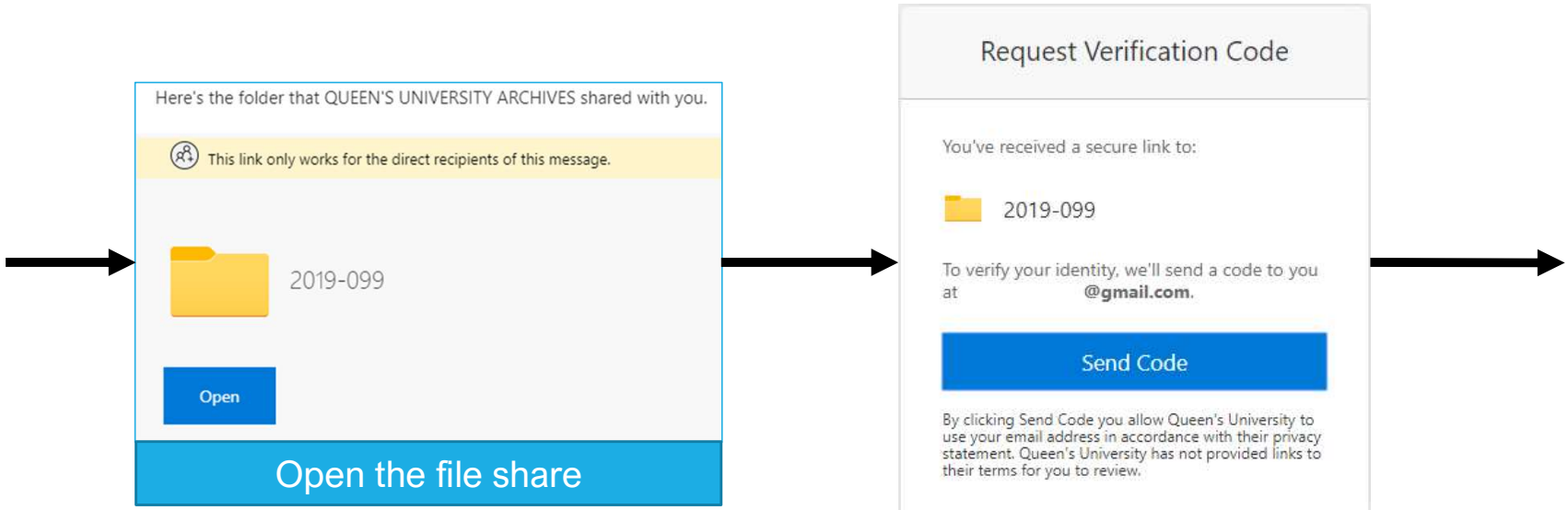
# Gold Level - Exactly (Transfer Utility)



# Silver Level - Zip

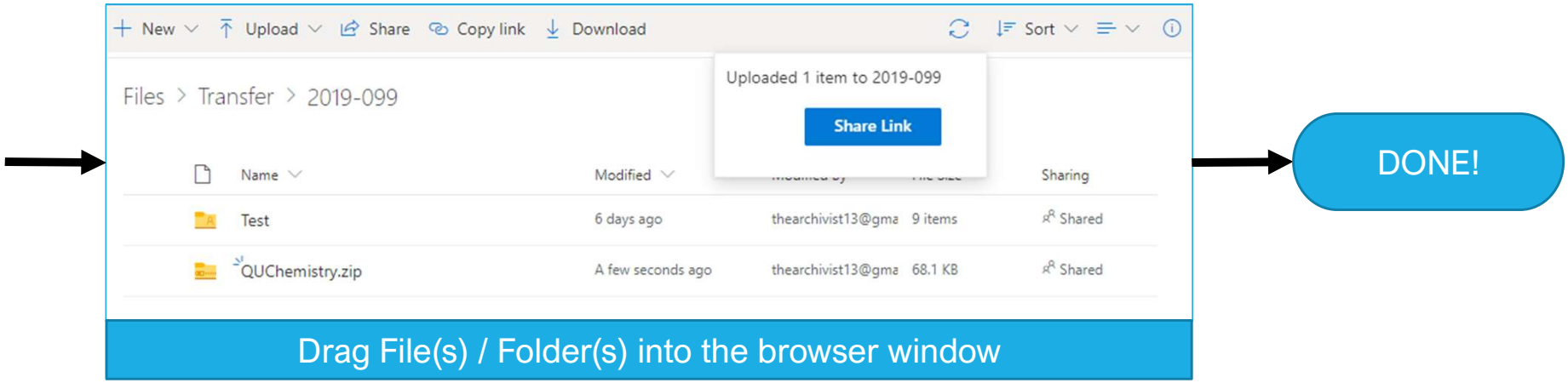


# Bronze Level / Send Records




Please check your spam folder for the Verification Code.

# Bronze Level / Send Records




Keep the window open until you receive a notification in the upper-right corner of the browser that the file was uploaded

# A Demonstration

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# Limitations

Special media and large files may require a site visit

Please contact us if you wish to transfer any of the following:

- Databases or database records
- Files over 15 GB (e.g. video files)
- Email

# Links

Procedure For Transfer Of University Records To Archives – https://bit.ly/2Pkf6Ab

- https://archives.queensu.ca/about-archives/transfer-university-records-archives

Records Retention Schedules – https://bit.ly/2rXm2uX

- https://archives.queensu.ca/records-retention-schedules

Digital Records Transfer Request form

- https://archives.queensu.ca/digital-records-transfer-request

# Questions or Comments?

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