

# Transferring Digital Records to Queen's Archives

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# Outline

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Selecting records for transfer

Process of transferring digital records

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

Demonstration

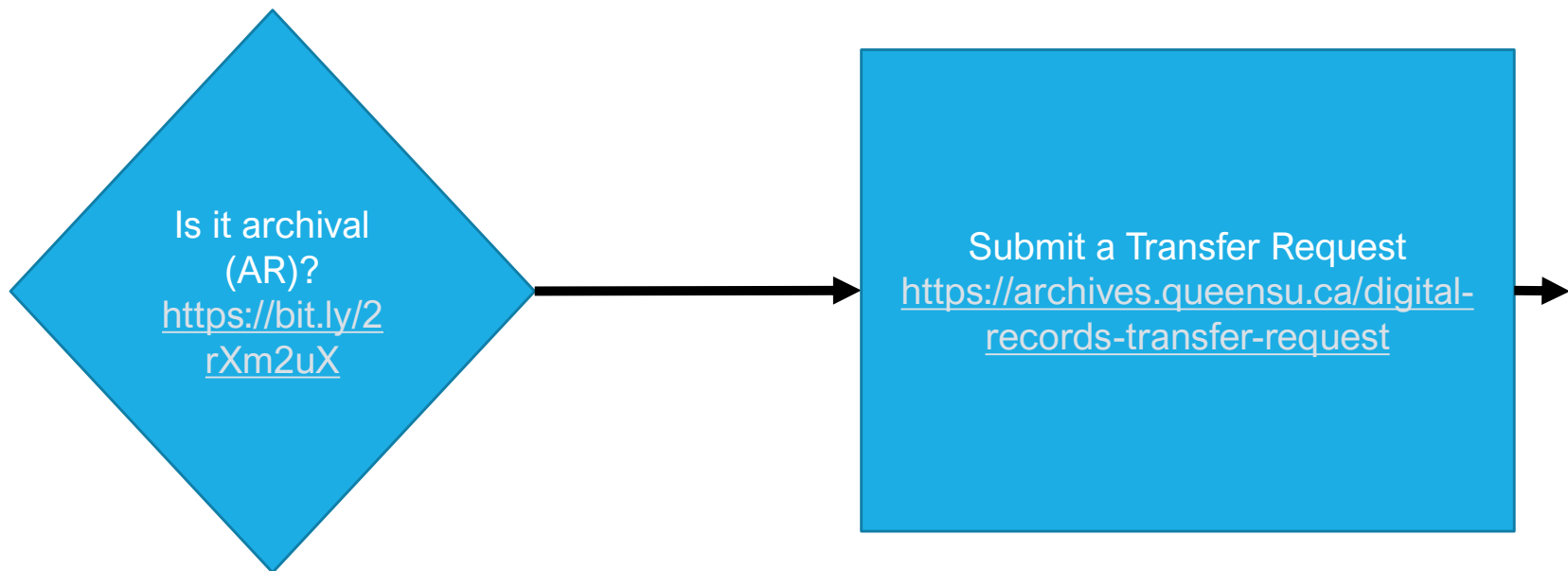
Limitations

Links

# Where to Begin?

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<https://bit.ly/2Pkf6Ab>



# Digital Records Transfer Request

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## 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

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## Digital Records Transfer Request Form

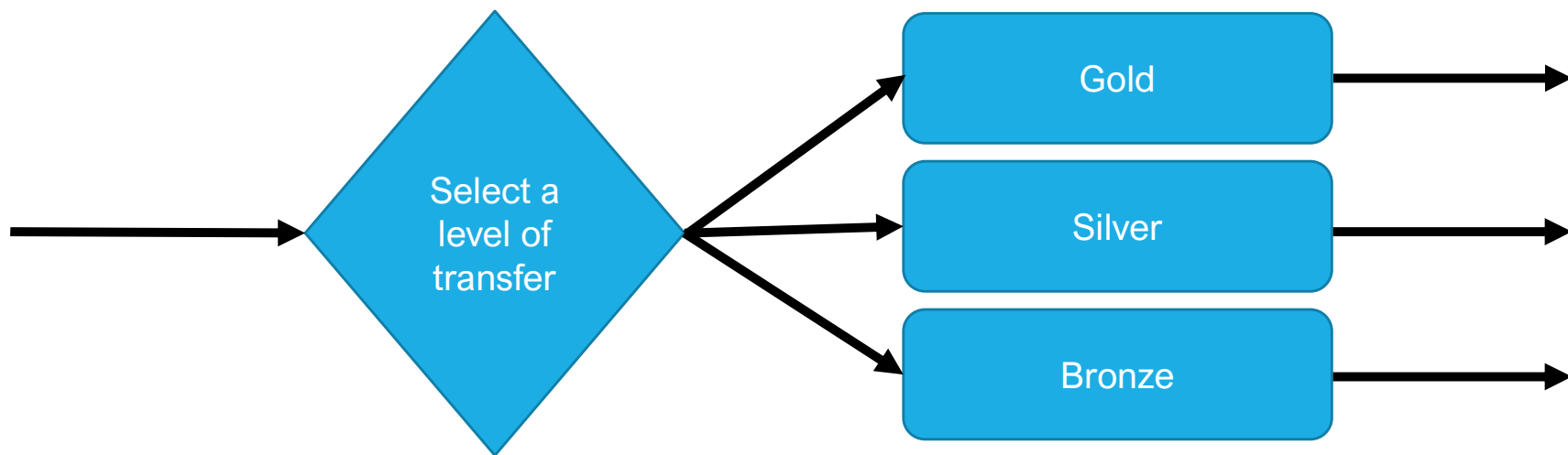
\* Required

1. Contact name \*

2. Job title

# Levels of Transfer

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# Levels of Transfer

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## 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

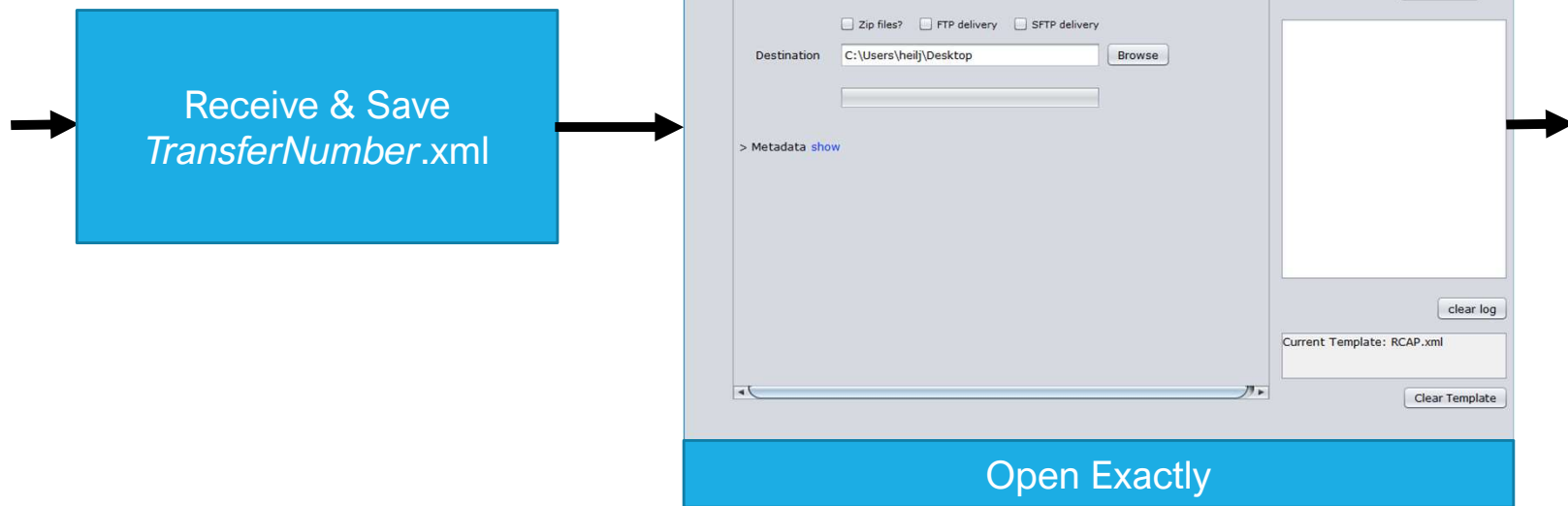
## Silver Level

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

## Bronze Level

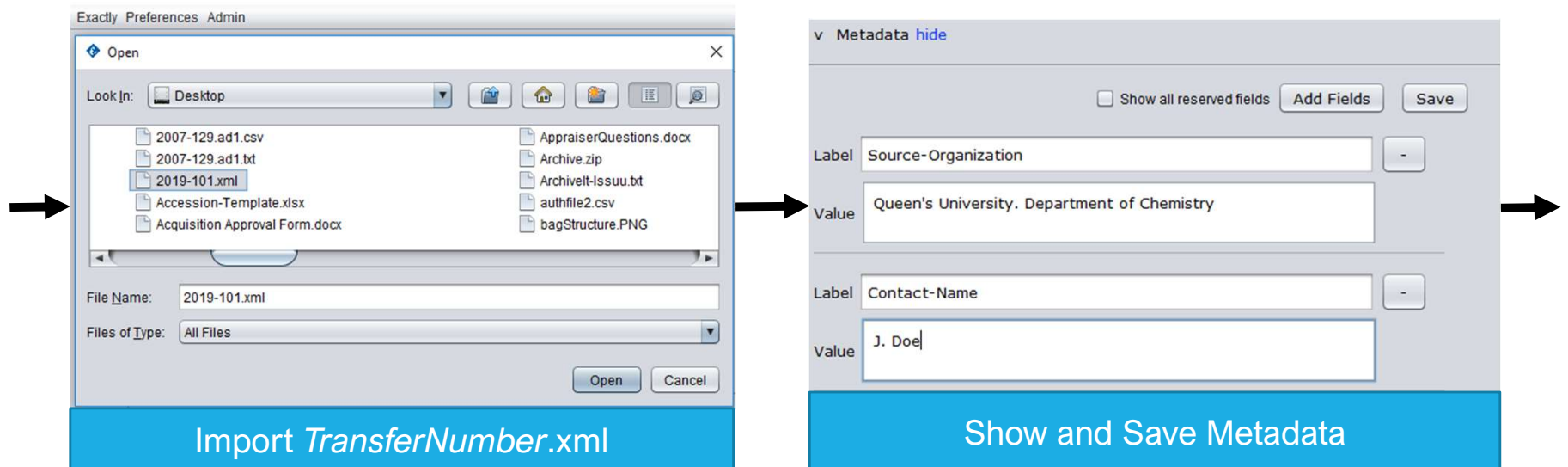
- <https://archives.queensu.ca/about-archives/archival-transfer/digital-records#bronze>
- Simply transfers the records from the source to the Archives, but omits integrity checks

# Gold Level - Exactly (Transfer Utility)

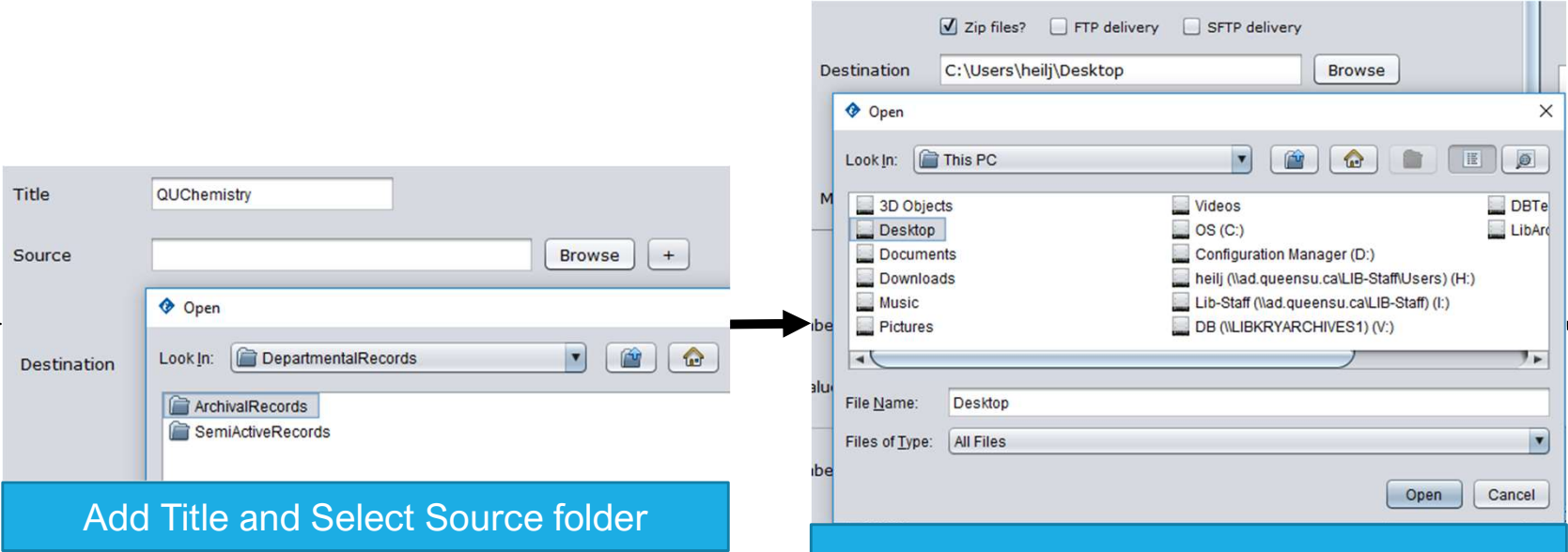




# Gold Level - Exactly (Transfer Utility)



# Gold Level - Exactly (Transfer Utility)



The image shows two screenshots of a transfer utility. The left screenshot shows the 'Open' dialog with 'DepartmentalRecords' selected in the 'Look In' field. The right screenshot shows the 'Destination' field set to 'C:\Users\heij\Desktop' and the 'Open' dialog with 'Desktop' selected in the 'Look In' field.

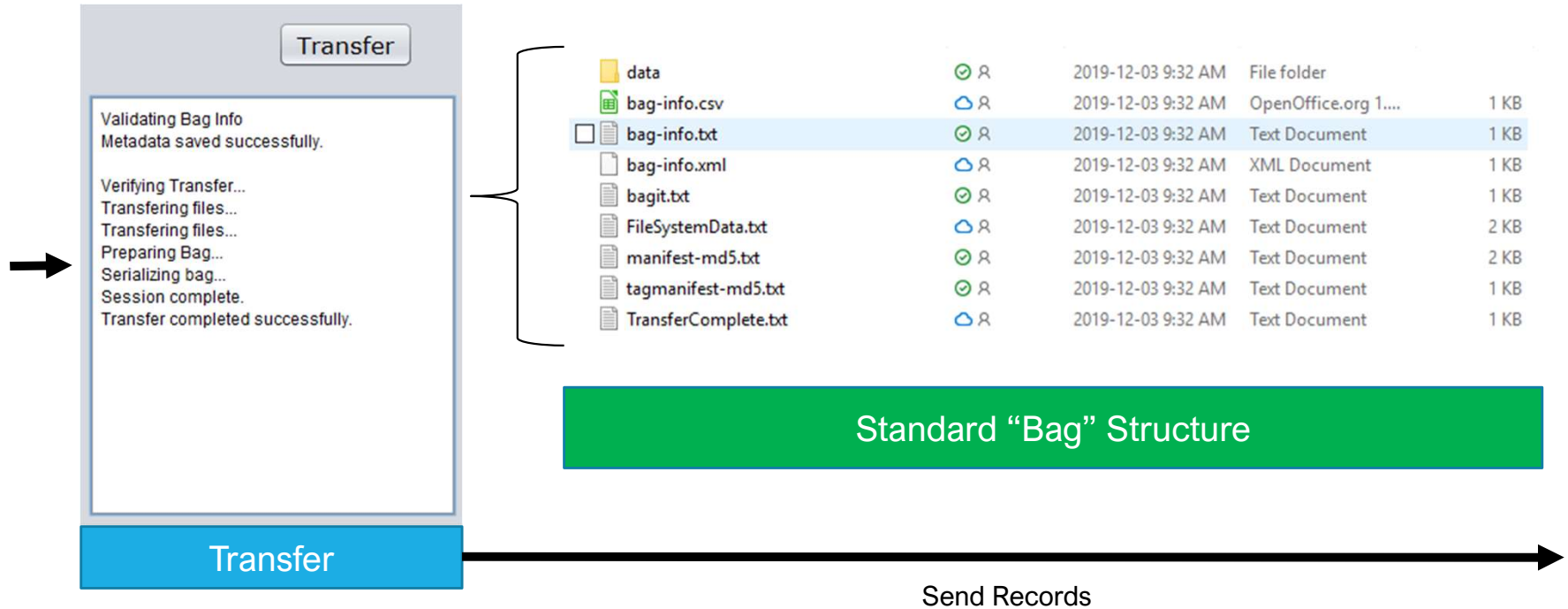
**Add Title and Select Source folder**

**Set Destination folder & Zip**

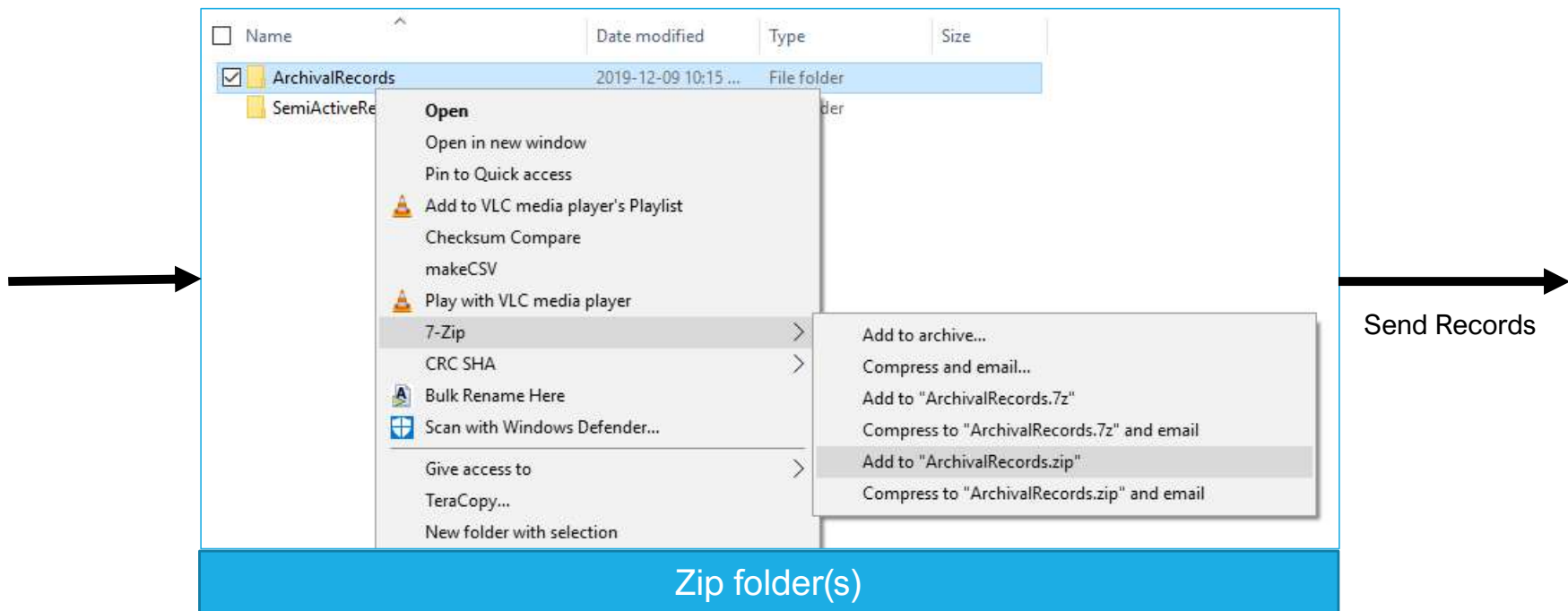
For titles, please enter without spaces or special characters

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

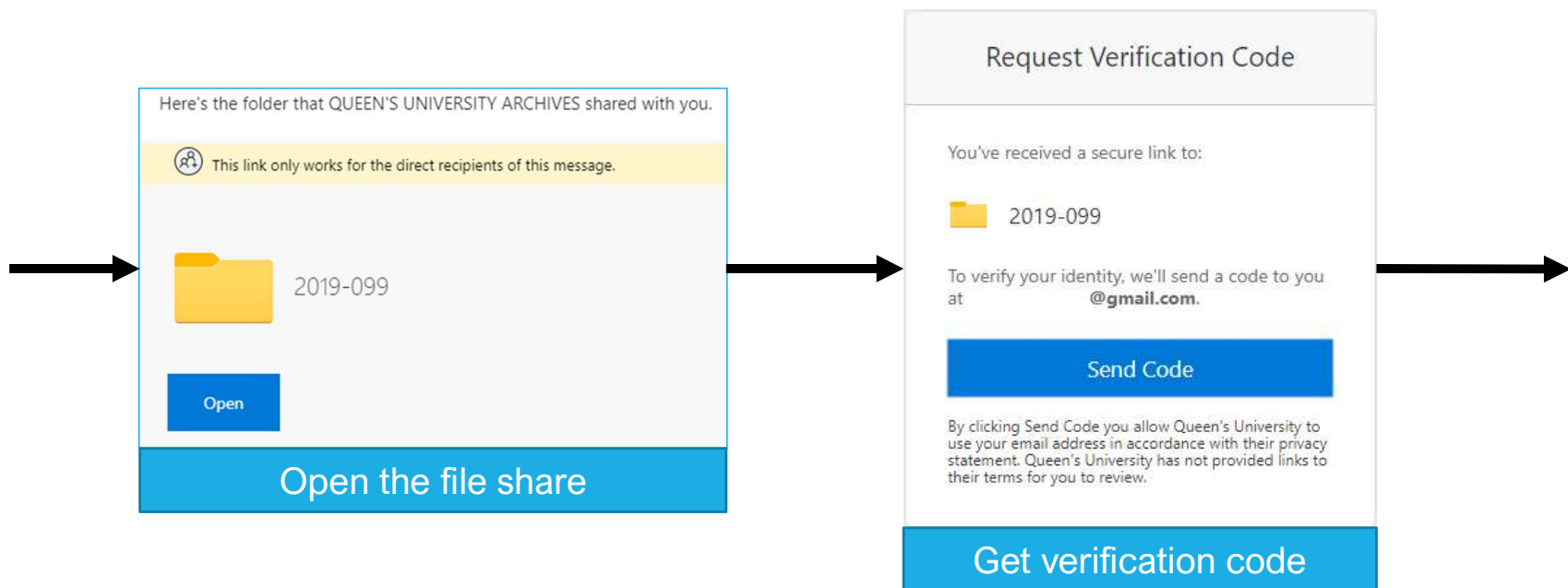
# Gold Level - Exactly (Transfer Utility)



# Silver Level - Zip

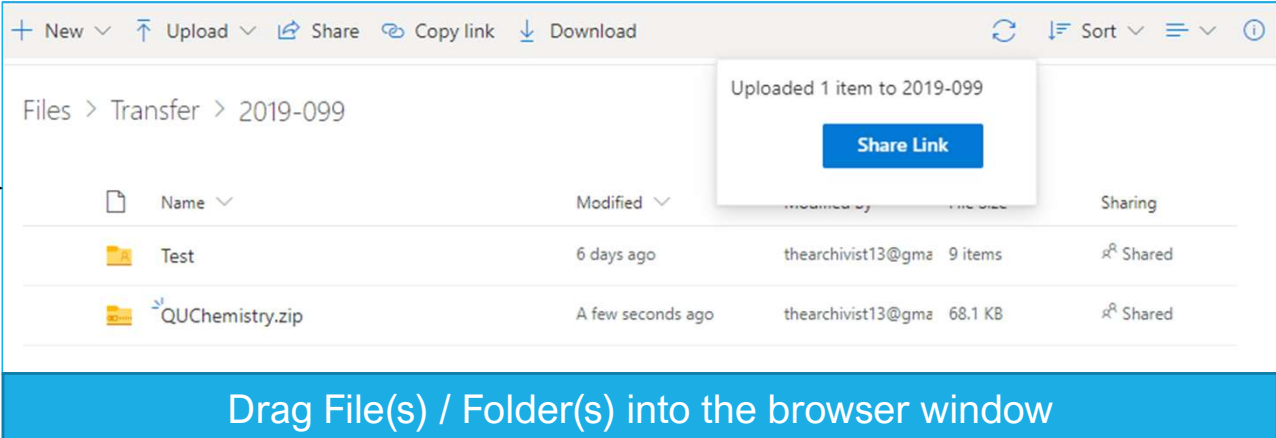


# Bronze Level / Send Records



Please check your spam folder for the Verification Code.

# Bronze Level / Send Records



The screenshot shows a file browser window with a notification in the upper-right corner that says "Uploaded 1 item to 2019-099" and a "Share Link" button. The main content area displays a table of files and folders:

| Name            | Modified          | Modified by        | Size    | Sharing |
|-----------------|-------------------|--------------------|---------|---------|
| Test            | 6 days ago        | thearchivist13@gma | 9 items | Shared  |
| QUChemistry.zip | A few seconds ago | thearchivist13@gma | 68.1 KB | Shared  |

Below the table, a blue bar contains the text: "Drag File(s) / Folder(s) into the browser window".

An arrow points from the left to the browser window, and another arrow points from the right side of the browser window to a blue rounded rectangle containing the text "DONE!".

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

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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

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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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