

Guidelines for Transfer of Digitized Audio and Video Materials to the State Archives of North Carolina

Updated February 2022

File Formats

For digitized audio and video, the State Archives of North Carolina does not accept DVDs from vendors or other agencies, as we do not have the resources to convert them to our required specifications. Thus, we require the following specifications for AV material transferred to us:

Film Specifications

Container	MKV (preferred), AVI (acceptable)
Codec	FFV1 lossless
Aspect Ratio	Original
FPS	Original
Color Depth	10 bit
Audio	48 kHz

Audio Specifications

Source	Analog
Container	WAV
Encoding	LPCM
Sample Rate	98 kHz
Bit Rate	24 bits per sample
Source	Digital
Container	WAV
Encoding	LPCM
Sample Rate	Source
Bit Rate	Source

Metadata

For digitized audio and video materials, the State Archives of NC requires all metadata for the digitization project to be included as a CSV file, and all XML metadata to be included as sidecars with the files. See the template CSV files for an example of how these files should be formatted. All incoming digital files should be "bagged" using Library of Congress's Bagger Tool using a SHA-256 hash (for more information see the data transfer tutorials; the tool can be downloaded at

<https://github.com/LibraryOfCongress/bagger/releases/latest>). The following metadata is required:

Film Metadata (two pages)

Chunk	Metadata Field/Tag	Description	Required/Optional	Data Creator	Example(s)
BEXT	Description	Free text description of file: Title, description, length, original creation date, etc.	Required	Archives	“Bob Scott for Lieutenant Governor” campaign advertisement, 26 seconds, circa 1976
BEXT	Originator	Creator of item	Required	Archives	Badgett Sisters
BEXT	OriginatorReference	Unique identifier; typically call number	Required	Archives	PC.132
BEXT	OriginationDate	Creation date of file (YYYY-MM-DD)	Required	Vendor	10/3/2017
BEXT	OriginationTime	Creation time of file (HH:MM:SS)	Optional	Vendor	9:00:00
BEXT	CodingHistory	Algorithm, sampling frequency, bit rate, file formats, for ALL transformations	Required	Vendor	
LIST-INFO	IARL	Location of archival file	Required	Archives	US, SANC
LIST-INFO	ICMT	General comments (Digitized file format)	Optional	Archives or Vendor	MKV wrapper
LIST-INFO	ICOP	Copyright statement	Optional	Archives	All rights for this interview are held by the State Archives of North Carolina.
LIST-INFO	ICRD	Creation date of file	Required	Vendor	10/3/2017
LIST-INFO	IENG	Producing engineer of surrogate	Required	Vendor	Smith, John
LIST-INFO	IGNR	Genre	Optional	Archives	Campaign Advertisement

Chunk	Metadata Field/Tag	Description	Required/Optional	Data Creator	Example(s)
LIST-INFO	IKEY	Keywords (local terms)	Optional	Archives	
LIST-INFO	IMED	Original media formats	Required	Archives or Vendor	VHS tape
LIST-INFO	INAM	Name/Title	Required	Archives	Bob Scott for Lieutenant Governor
LIST-INFO	ISBJ	Subject(s) (Library of Congress Subject Headings)	Optional	Archives	
LIST-INFO	ISFT	Software used to digitize file	Required	Vendor	Spirit DataCine, DaVinci Resolve, MAC Terminal
LIST-INFO	ISRC	Owner of the item (current)	Required	Archives	State Archives of North Carolina
LIST-INFO	ITCH	Producing company of surrogate	Required	Vendor	

Audio Metadata (two pages)

Chunk	Metadata Field/Tag	Description	Required/Optional	Data Creator	Example(s)
BEXT	Description	Free text description of file: Title, description, length, original recording date, etc.	Required	Archives	"Bob Scott for Lieutenant Governor" campaign advertisement, 26 seconds, circa 1976
BEXT	Originator	Owner of the item	Required	Archives	Badgett Sisters
BEXT	OriginatorReference	Unique identifier; typically call number	Required	Archives	PC.132
BEXT	OriginationDate	Creation date of file (YYYY-MM-DD)	Required	Archives	10/3/1988
BEXT	OriginationTime	Creation time of file (HH:MM:SS)	Optional	Vendor	9:00:00
BEXT	CodingHistory	Algorithm, sampling frequency, bit rate, file formats for ALL transformations	Required	Vendor	
LIST-INFO	IARL	Location of archival file	Required	Archives	US, SANC
LIST-INFO	IART	Artist (Library of Congress Name Authority File)	Optional	Archives	Petty, Tom
LIST-INFO	ICMS	Production Company/Producer	Optional	Archives	Def Jam Recordings
LIST-INFO	ICMT	General comments (Digitized file format)	Optional	Archives or Vendor	WAV container
LIST-INFO	ICOP	Copyright statement	Optional	Archives	All rights for this interview are held by the State Archives of North Carolina.
LIST-INFO	ICRD	Creation date of surrogate	Required	Vendor	10/3/2017
LIST-INFO	IENG	Producing company of surrogate	Required	Archives	

Chunk	Metadata Field/Tag	Description	Required/Optional	Data Creator	Example(s)
LIST-INFO	IGNR	Genre	Optional	Archives	
LIST-INFO	IKEY	Keywords (local terms)	Optional	Archives	
LIST-INFO	IMED	Original media formats	Required	Archives or Vendor	Cassette tape
LIST-INFO	INAM	Name/Title	Required	Archives	Tom Petty Collection
LIST-INFO	IPRD	Original album name	Optional	Archives	Full Moon Fever
LIST-INFO	ISBJ	Subject(s) (Library of Congress Subject Headings)	Optional	Archives	
LIST-INFO	ISFT	Software used to digitize file	Required	Vendor	Spirit DataCine, DaVinci Resolve, MAC Terminal
LIST-INFO	ISRC	Owner of the item (current)	Required	Archives or Vendor	State Archives of North Carolina
LIST-INFO	ITCH	Producing company of surrogate	Required	Vendor	