INSTRUCTIONS FOR PREPARATION AND TRANSFER OF
DIGITAL MINUTES FOR MICROFILMING

When to transfer:

Transfer approved minutes on an annual basis or as complete books.

Preparation:

1. Save minutes as PDF or TIFF files with a minimum resolution of 300 dpi. (We suggest copying your original files and preparing the copies.)
2. If you file your minutes, resolutions, and ordinances separately, create folders for each record type, then folders within those for book number or year. Name the parent folder for the record type ("Minutes," "Resolutions," or "Ordinances"). If you file them together, create one parent folder titled "Minutes."

<div align="center">

H:\Minutes\2013\
H:\Minutes\2014\
or
H:\Resolutions\Book06\
H:\Resolutions\Book07\

</div>

3. Name the files so that a computer sorts the files in correct date and page number order. Create file names that are no more than 20 characters and use only letters, numbers, and underscores.

   o Format meeting dates in a YYYY_MM_DD or YYYYMMDD pattern:

   <div align="center">

   2013_01_04.pdf
   20130104.pdf

   </div>

   o Format file names consistently:

   <div align="center">

   Vol39_20090104.pdf
   Vol39_20090212.pdf
   Vol39_20090319.pdf

   not

   Vol39_1409.pdf
   V39_Feb12009.pdf
   V39_MarchMeeting.pdf

   </div>

4.   Convert multi-page PDF files into single-page PDF files:
- Open pdf with Adobe Acrobat
- Under the "All Tools" tab, click on "Organize Pages"
- Navigate to "Page Options" in the left side bar
- Click "Split," and a pop-up opens. Click "Split" in the pop-up
- Another pop-up will indicate that the split was successful
- Adobe will automatically save the pdfs in the same location as the parent document, and will change the file names to include part numbers for each page. For example:
    Vol39_20090104_Part1.pdf
    Vol39_20090104_Part2.pdf

How to transfer by online secure file transfer:

If you If you need assistance with any of the following, please contact Alice Shahan (alice.shahan@dncr.nc.gov) or Natalie Walker (natalie.walker@dncr.nc.gov) with the Records Analysis Unit.

1. Using the Bagger GUI User Guide (https://archives.ncdcr.gov/government/digital-records/north-carolina-digital-repository/bagger-gui-user-guide) download and install Bagger on a computer with Internet access.

2. After the files are prepared as described in the Bagger GUI User Guide instructions to copy files to the Bagger_Bags folder. Bagger will copy files to the Bagger_Bags folder with extra information that allows us to verify the process has not altered the files.

3. There are some details you will need from Bagger to complete the table on page 2 of the Digital Minutes Certification Form. For example:

Bag Name	Number of Files	Total File Size
Minutes_2024_Book07_Bag	3	32KB
Totals for the entire transfer:	3	32KB

4. Compress the Bagger_Bags folder using Microsoft Windows file compression. Right-click on the BagIt_Bags folder and select "Compress to ZIP file"

5. Email Alice Shahan (alice.shahan@dncr.nc.gov) or Natalie Walker (natalie.walker@dncr.nc.gov) your completed Digital Minutes Certification Form and the team will provide a link and instructions to upload your compressed, Bagger_Bags folder via secure file transfer.

☐ Digital records are single-page PDFs, PDF/As, or TIFFs.

☐ Digital records were reviewed for accuracy; page numbers, volume and book numbers, and dates match the printed records.

☐ Digital records cover at least one year or are complete books.

☐ File names are no longer than 20 characters and are alphanumeric with no special characters and no blank spaces.

☐ Files are named so that a computer sorts the files in proper page number or date order of the records.

☐ Files are grouped into folders by record type, then by book or year. The parent folder is named for record type. Subfolders are named for book or year. Folder structure is 2 levels.

☐ Digital records are bagged using Library of Congress' Bagger software.

☐ Digital records are compressed into .zip files.

☐ A Digital Minutes Certification Form is completed.