Transfer of Minutes in Digital Formats for Microfilming

When to transfer:

Transfer minutes when they have been approved by your governing board and you have at least 600 pages and 1 or more complete volumes.

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."

    H:\Minutes\2013
    H:\Minutes\2014

    or

    H:\Resolutions\Book06
    H:\Resolutions\Book07

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 preceding the page number:

    2013_01_04_p001.pdf
    20130104pg0001.pdf

    o Format file names consistently:

    Vol39_20090104_01.pdf
    Vol39_20090212_89.pdf
    Vol39_20090319_43.pdf

    not

    Vol39_1409.pdf
    V39_MarchMeeting.pdf

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION
http://archives.ncdcr.gov

MAILING ADDRESS:	Telephone (919) 814-6900	LOCATION:
4615 Mail Service Center	Facsimile (919) 715-3627	215 N. Blount Street
Raleigh, N.C. 27699-4615	State Courier 51-81-20	Raleigh, N.C. 27601-2823

4. Convert multi-page PDF files into single-page PDF files:
    o Open file with Adobe Acrobat. Under the *Document* dropdown menu, select *Split Document*. Select *Split document by: Number of pages* and set *Max pages* to 1. Click *Output Options*. Under *Target Folder*, select *Specific Folder* and choose the folder you created in step 1. Under *File Labeling*, select *Add label and number after original name*. Check *Use label:* and enter p. Do not check *Use separator between original name and label*. Check *Do not overwrite existing files*. Click *OK*. At the *Split Document* box, click *OK*.
   o Delete multi-page PDF file from subfolder.

Transfer by physical media, such as portable hard drive, flash drive, CD, or DVD:

1. Using the *[Bagger GUI User Guide](...)*, download and install Bagger, a file transfer application from the Library of Congress, from this link: http://sourceforge.net/projects/loc-xferutils/files/loc-bagger/
2. After the files are organized, named, and converted to single-page PDF, PDF/A, or TIFF files, use Bagger to copy files to physical media (portable hard drive, flash drive, CD, or DVD). Bagger copies files to physical media with extra information that assures us that the process has not altered the files. Follow directions in the *Bagger GUI User Guide*. If you need assistance, please contact a [Records Management Analyst](...).
3. Complete the *Local Government Electronic Records Transfer* (RC-2D) form.
4. Contact Whitney Ray at 919-814-6907 or whitney.ray@ncdcr.gov to make an appointment for drop-off or pickup of the physical media and the Local Government Electronic Records Transfer (RC-2D) form. The physical media must be transported physically by you or a colleague; the media cannot be mailed or transported by courier.

How to transfer by online secure file transfer:

1. Using the *Bagger GUI User Guide*, download and install Bagger, a file transfer application from the Library of Congress, from this link: http://sourceforge.net/projects/loc-xferutils/files/loc-bagger/
2. Create a **BagIt_Bags** folder on a computer with Internet access.
3. After the files are organized and named, use Bagger to copy files to the **BagIt_Bags** folder. Bagger copies files to the **BagIt_Bags** folder with extra information that assures us that the process has not altered the files. Follow directions in the Bagger instruction manual. If you need assistance, please contact a [Records Management Analyst](...).
4. Compress the **BagIt_Bags** folder using Microsoft Windows file compression. Right-click on the **BagIt_Bags** folder and move the cursor over the *Send to* option. On the dropdown

menu, right click on *Compressed (zipped) folder*, as shown below. A compressed, or zipped, folder named **BagIt_Bags** is created.
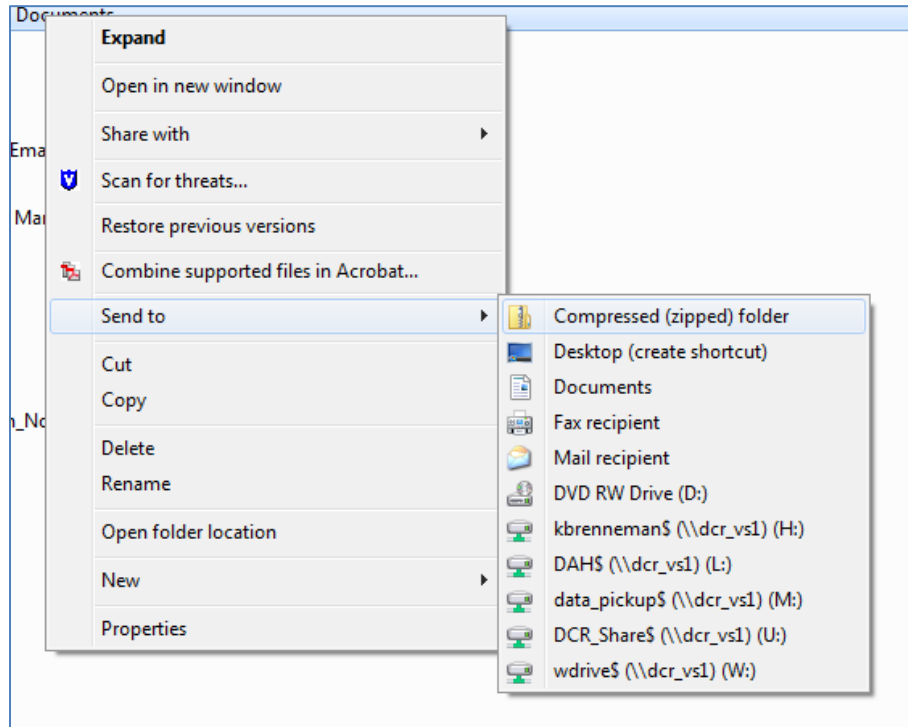
5. Complete the *Local Government Electronic Records Transfer* (RC-2D) form.
6. Contact Whitney Ray at 919-814-6907 or whitney.ray@ncdcr.gov to request a link for an online secure file transfer. E-mail the *Local Government Electronic Records Transfer* (RC-2D) form to whitney.ray@ncdcr.gov.
7. You will receive an email from our Digital Archivist with a link to an online secure file transfer service and instructions for upload of the compressed **BagIt_Bags** folder. When upload is finished, e-mail a notification to the Digital Archivist.

Digital Minutes Preparation Checklist

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

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

☐ Electronic records are at least 600 pages and are complete volumes.

☐ 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.

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

☐ Electronic records are compressed into .zip files. (For online file transfer only)

☐ A *Local Government Electronic Records Transfer* (RC-2D) form is completed.