



**LOCAL AGENCY DIGITAL RECORDS TRANSFER**

**AGENCY INFORMATION**

\_\_\_\_\_  
Name of county

\_\_\_\_\_  
Name of board, council, department, or agency (ex: Board of Commissioners)

\_\_\_\_\_  
Name of Staff Contact

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Billing Address (for microfilm orders)

**DIGITAL RECORDS SERIES TRANSFER INFORMATION** What

records are included in this transfer? (check all that apply)

Adoption Records       Maps or Plats       Indexes

Tax Records       Other: \_\_\_\_\_

\_\_\_\_\_  
Exact First and Last Dates of the Records

**FOR MAPS AND PLATS ONLY:**  
Plat/Map Book Number: \_\_\_\_\_  
First and Last Plat/Map Number: \_\_\_\_\_

**CONFIDENTIALITY:**

Open/Public       Confidential/Sensitive       Not yet known

Open/Redacted       Contains some  
confidential records

If this series contains confidential records/information, please describe (e.g., SSNs, etc.):

\_\_\_\_\_



**RECORD FORMAT AND DOCUMENTATION:**

\_\_\_\_\_  
Digital content structure/file types (ex: PDF/A, TIFF, etc.)

\_\_\_\_\_  
Supporting Documentation transferred (e.g., index, data dictionary, metadata codes, system documentation, etc.)

\_\_\_\_\_  
Special Instructions

**Bag Info:** See Bagger GUI User Guide (<https://archives.ncdcr.gov/documents/bagger-gui-user-guide>) for instructions on creating and naming bags.

Bag Name	Number of Files	Total File Size
Totals for the entire transfer:		

**For Adoption Records, Plats, and Maps to be Microfilmed:**

**Acknowledgement of fees for microfilming:**

We understand that there will be a charge for each new reel of film used for our records.

Do you want to purchase a copy of the film, at an additional charge?  Yes  No

Do you want to purchase a CD of the images, at an additional charge?  Yes  No

\_\_\_\_\_  
Signature of Staff Contact

\_\_\_\_\_  
Date



### Digital Records Preparation Checklist

This checklist is to assist local records managers in the preparation of electronic records to be transferred to the State Archives for imaging or for permanent retention in the State Archives. Please complete the checklist prior to transfer of records.

- Digital records are uncompressed single-page TIFFs, PDFs, or PDF/As.
- 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, i.e. the same order as the paper records. Consult the State Archives' *Best Practices for File Naming*
- Digital records are grouped together in folders by record type, then by volume or year. The parent folder is named for the type of record. Subfolders are named for the year or the volume. The folder structure is no more than 2 levels.
- Digital records are bagged using Library of Congress' Bagger software.
- Digital records are compressed into .zip files.
- A Local Government Electronic Transfers form is completed.



**FOR INTERNAL USE ONLY**

	Name	Date
Records received		
Bag list verified		
Records sent to imaging unit		
Records validated		
Fixity check before quarantine		
Virus check before quarantine		
Fixity check after quarantine		
Virus check after quarantine		
Records accessioned		
Confirm records receipt with agency		
Records accepted into digital repository		
Copies of transfer: Destroyed after filming Retained Permanently		

Location of records in digital repository: \_\_\_\_\_