

## Local Agency Digital Records Transfer

### Agency Information

\_\_\_\_\_  
Name of County

\_\_\_\_\_  
Name of Board, Council, Department, or Agency  
*(e.g., Board of Commissioners, Register of Deeds)*

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

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
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 *(01/15/2024 – 12/08/2024)*

#### FOR MAPS AND PLATS ONLY

Plat/Map Book Number: \_\_\_\_\_

First and Last Plat/Map Number: \_\_\_\_\_

### Confidentiality:

Open/Public

Contains some confidential records

Open/Redacted

Not yet known

Confidential/Sensitive

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

**Record Format and Documentation**

\_\_\_\_\_  
Digital content structure/file types (e.g., PDF/A, TIFF)

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

\_\_\_\_\_  
Special instructions

**Bag Info**

See Bagger GUI User Guide (<https://archives.ncdcr.gov/government/digital-records/north-carolina-digital-repository/bagger-gui-user-guide>) for instructions on creating and naming bags.

Bag Name	Number of Files	Total File Size

Total number of files in the entire transfer: \_\_\_\_\_

Total size of all of the bags in the entire transfer: \_\_\_\_\_

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

**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/book numbers, and dates match the printed records.
- Digital records cover at least one year or are complete volumes/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 Digital 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 are accessioned		
Confirm records receipt with agency		
Records accepted into digital repository		
Copies of transfer: <input type="checkbox"/> Destroyed after filming <input type="checkbox"/> Retained Permanently		