

# Digital transfer and post-transfer

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## 1. Introduction

Once we have reached agreement with your public sector organisation to proceed with a full transfer of all eligible digital records and their accompanying metadata to the custody of the Chief Archivist, we will collaborate on formal transfer planning and preparation.

## 2. Plan a formal transfer

This process is basically the same as planning for a transfer of a test extract but will include preparation and signing of a Transfer Agreement, and completion and signing of an Access Authority if required.

For information on preparing documentation for a full digital transfer, see our factsheet *Digital transfer planning (23/F32)*.

## 3. Prepare a full extract

The processes involved in preparing a full extract are similar to those for a text extract, but you will need to identify, assess and extract or copy all eligible digital records and their accompanying transfer metadata file (TMF) for transfer to us via a hard disk drive or other secure method available.

**IMPORTANT NOTE:** You must not delete any in-house copies of the digital records or their metadata until the transfer has been formally accepted by us.

For guidance on preparing test and full extracts, see the following factsheets available on our website:

*Digital transfer initiation – Eligibility (16/F18 v3)*

*Digital transfer preparation – Readiness (18/F27)*

*Digital transfer preparation – Extract (23/F33)*

## 4. Pre-ingest analysis

This analysis is similar to what we do for a test extract, and depending on our findings, you may need to repeat the digital transfer preparation processes if any issues are identified that may affect ingest or transfer of the full extract into the Government Digital Archive.

For information about how we analyse test and full extracts, see our factsheet *Digital transfer preparation – Pre-ingest analysis (23/F34)* available on our website.

## 5. Ingest and transfer acceptance

When you have addressed any content, technical, metadata and accessibility issues identified in our pre-ingest analysis, we will ingest the full extract of digital records and their TMF into the live environments of the Government Digital Archive, and formally accept the transfer.

### 5.1 Metadata mapping and ingest

We will map your TMF to the metadata in Collections and Rosetta (which collectively form the Government Digital Archive) before ingesting your digital records and their TMF into the live environments of both systems.

At this stage, we may seek additional information from you, for example, to assist in this mapping or if you want extra metadata to add value and enable discovery of the records.

### 5.2 Formal acceptance

We will register and return copies of the signed Transfer Agreement and Access Authority (if required) to you, and formally accept transfer of the digital records as public archives into the custody of the Chief Archivist.

See our website for more information on [Transfer](#).

## 6. Post-transfer responsibilities

Once your digital records have been formally received as public archives into the custody of the Chief Archivist, it is your responsibility to destroy any in-house copies.

### 6.1 Destruction of all in-house copies

We will notify you when the transfer is complete, and the digital public archives and their metadata are discoverable via Collections. Once this notification is received, you must destroy all remaining copies and versions of the digital records held in-house.

**PLEASE NOTE**: This is extremely important and necessary to ensure the authenticity, reliability and integrity of the digital public archives as the 'authoritative' version.