

Extract analysis report for *[transferring organisation]*

1. Background

[Briefly outline the background to the proposed transfer of digital information and records (digital records), including which organisation, who the contacts are, and briefly describe the source information system(s) and the extracted or copied digital records.]

2. Purpose

The purpose of this report is to consolidate and summarise the results and recommendations of the following internal analysis reports produced by Archives New Zealand, and communicate these to [the transferring organisation]:

- Content Sentencing Analysis Results Report
- Collections Metadata Mapping Analysis Results Report
- Technical Sentencing Analysis Results Report
- Digital Preservation Technical Analysis Results Report
- Restricted Access Records Analysis Results Report
- Rosetta Metadata Mapping Analysis Results Report

[Delete or add as required as not all analysis may have been necessary.]

3. Content analysis summary

3.1. Findings

Sentencing accuracy

<Standard text>

Duplicate content (checksums value)

<Standard text>

Restricted, draft or non-business-related content

<Standard text>

Layers of content

<Standard text>

Empty folders/files

<Standard text>

Missing information and records

<Standard text>

3.2. Recommendations

<Standard text>

4. Metadata analysis summary

4.1. Findings

Collections descriptive metadata mapping

<Standard text>

Rosetta technical metadata mapping

<Standard text>

4.2. Recommendations

<Standard text>

5. Technical analysis summary

5.1. Findings

Checksums match

<Standard text>

File formats

<Standard text>

File path length

<Standard text>

File extensions

<Standard text>

Metadata extraction

<Standard text>

System files

<Standard text>

5.2. Recommendations

<Standard text>

6. Summary of issues and recommendations

<Standard text>

7. Proposed next steps

<Standard text>