

Helpful Guide for Transferring Digital Material to the University Archives

Introduction

Use this guide when preparing your digital files for donation or transfer to the University Archives. It goes over preferred and acceptable formats, the best ways to name files, the creation of file description manifests, and the transfer process of the content.

File Formats

Much of the time when we create a digital file, it is created in a proprietary format (think Adobe Photoshop or Sony Vega project files). This makes their access unsure down the road due to the possible inability to convert files or view files on newer software. While nothing is certain, the preferred file formats for file types listed below have become standard *enough* to where digital preservationists feel comfortable accepting them.

Type	Primary Preservation Format (preferred)	Secondary Preservation Format (acceptable)
Text/word processing	PDF	RTF, TXT, XML with schema, Original (DOCX)
Spreadsheet or structured data	PDF	CSV, Tab-delimited, TXT, XML, Original (XLSX)
Presentations	PDF	Original (PPTX)
Images	TIFF (uncompressed)	JPG, DNG, PNG, JP2
Graphics	TIFF	PDF
Video	Motion JPEG 2000, AVI, MOV	M-PEG 4 (mp4)

Audio	WAV, Broadcast-WAV	mp3
Websites and Social Media	WARC	ARC, files from content management system
Emails	PDF	XML (email preservation format)
GIS	TIFF (image files) PDF (structured data)	Original files
CAD	PDF	Original Files

File Naming

Come up with a file naming structure and stick to it! File names should provide enough description so that the future user has an idea of what they are looking at. Here are some rules to follow

1: Avoid using special characters in a file name.

None of this: \ / : * ? " < > | [] & \$, .

2: Use dashes or underscores instead.

This is OK: - _

3: Err on the side of short-but-sweet.

Don't make the file name too long. Use identifiable abbreviations.

Example:

TDC for Trinity Diversity Connection

4: The file name should include all necessary descriptive information independent of where it is stored.

If you're storing files in a folder titled the event name, the files within the folder need to have that same information.

Example:

Incorrect: 001.tif

Correct: TDC_poster_allyship_001.tif

5: When important, Include dates, and format them consistently.

Example:

YYYY_MM_DD

YYYYMMDD

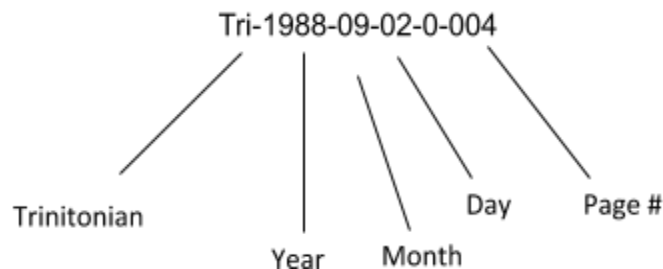
6: To more easily manage drafts and revisions, include a version number on these documents.

The easiest way to do this is to use the letter “v” to represent “version number.” Then, “v01, v02, v03” can be added as needed to a file and the main file name can stay the same. Use “FINAL” to indicate the final version of the document.

7: I can’t say it enough - Be consistent!

8: There will be exceptions, and that is okay.

Example:



File Descriptions

It is super helpful to provide a manifest when transferring files over to the archives. In this case, a manifest is a detailed spreadsheet providing descriptions of each of the files. This is especially useful for images and audiovisual files.

Please use the [Metadata Spreadsheet](#) for your documents, photos, and audiovisuals manifest when transferring files. If you have questions or concerns about any of the fields in the manifest, please contact university archivist Abra Schnur at aschnur@trinity.edu.

File Transfers

Before you transfer, ensure:

- your file formats are either preferred or acceptable
- you have named all of your files appropriately
- you have created your manifests with as much description as possible

When you are ready to transfer files to the archives, email University Archivist Abra Schnur at aschnur@trinity.edu. She will work with you to confirm the preparation of files and set up the best transfer option.

Digital content can be transferred to the archives in many different ways:

- On physical storage media – (i.e. floppy disks, CDs, DVDs, magnetic tape cartridges, memory cards, hard drives, or USB drives)
- Google Drive file hosting - This will allow donors/depositors to upload digital content for transfer. While user-friendly there may be issues around size limits and security.
- Email – While this option is not recommended (issues of security apply and size limits are very small), it would be okay for a few, non-sensitive, files.
- File transfer protocol – SCA will work with ITS to create an FTP for large external donations.

The last thing to do before transfer can occur is to fill out either a records transfer form or a deed of gift form, depending on the content type.

IT'S TRANSFER TIME!!!