

Digital transfer step 3: Technical assessment

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1. Introduction

This document forms part of a suite of guidance for staff in government departments intending to transfer digital records to The National Archives for permanent preservation.

The overview of this process is available in the [Digital Transfer Road Map](#)¹.

This guidance describes the purpose of the Technical Assessment (Step 3 of the Road Map) and the information you need to provide for The National Archives to carry it out.

¹ <http://www.nationalarchives.gov.uk/documents/information-management/digital-transfer-guidance.pdf>

2. Purpose of a Technical Assessment

As part of the transfer process, we need a technical assessment of the records to be transferred to help us understand more about their structure and format.

This will enable us to determine

- what types of formats the records are in
- the volume and size of the records
- how the records are being stored (for example, in a shared drive or an electronic document records management system)
- whether the records can be preserved and presented by The National Archives, or whether another repository (such as a sponsoring government department) may be more suitable, for example, because the records are classified above Restricted (IL3)¹
- how best to capture the records and their associated metadata
- how best to transfer the files to The National Archives' custody

Your Information Management Consultant (IMC) will ask a member of The National Archives' Digital Preservation Team to visit you at an early stage in the transfer process (sometimes prior to decisions about selection and sensitivity review) to carry out the technical assessment. They will look at the records and systems in place and discuss the best approach with you.

3. Requirements for a Technical Assessment

3.1 A sample export of metadata

We need an export of some or all of the metadata prior to transfer. See Section 4 for our list of metadata requirements. How you supply this will depend on how your records are held, however, in the course of selection, sensitivity review and transfer of digital records you should not move any of your files and folders or change their metadata. This will affect your ability to demonstrate the authenticity of the files and may reduce the public's confidence in the transferred records. If this is unavoidable, you should record the changes that were made and describe them on the Transfer Form. These will be included on the Catalogue to alert users to the changes.

There are two available options for exporting your metadata:

- a. If your records are held in an **Electronic Document Records Management System (EDRMS)**, you may be able to export the metadata to an XML file. If you are unsure if your system can provide this, you will need to consult your IT department or software supplier. An example of metadata in XML is provided in Appendix A. If the metadata is open (that is, not sensitive), you can send the XML file to us as an email attachment to digitalpreservation@nationalarchives.gsi.gov.uk.

If you are on the Government Secure intranet (GSI), you can also use this email address to send us sensitive metadata (metadata containing information which if released would breach the Data Protection Act or has a protective marking²).

If you are not on the GSI and the metadata is sensitive you can copy the metadata to an encrypted DVD or USB memory stick and send it to us³ following Cabinet Office data handling guidelines (sending the key to decrypt the data separately)⁴. We will

² For information about the Government Protective Marking Scheme see Security Policy No.2 in http://www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-security-policy_0_0.pdf

³ Send the DVD or memory stick, marked for the attention of Digital Preservation, to:
The National Archives, Government Remote Services, Richmond, Surrey, TW9 4DU

⁴ Available at <http://www.cabinetoffice.gov.uk/sites/default/files/resources/final-report.pdf>

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check that it can be converted to our metadata template and uploaded into The National Archives' Digital Repository System (DRS).

If your system cannot export the metadata as XML, we will discuss alternative methods.

- b. If your records are held on a **shared drive(s)** we can send you instructions on how to extract the metadata into our spreadsheet template. This can be done manually or in an automated way using a DOS command and an Excel macro. You can email the file to us as described above.

3.2 A list of the files including file and folder names, the file formats, software they use and the total volume of data (in megabytes/gigabytes)

This list can be created by using software called DROID which has been designed by The National Archives and used successfully in many central government departments.

This software automatically identifies file formats and is available to download for free.⁵ We prefer to take files in their native format (the format they were originally created in, for example, Word, Excel or JPEG).

If any of the formats cannot easily be preserved at The National Archives, we will discuss these with you⁶.

3.3 The folder structure

The folder structure is crucial to our understanding of your records, and is therefore preserved along with the records themselves and recreated within our Digital Repository.

⁵ sourceforge.net/projects/droid/

⁶ <http://www.nationalarchives.gov.uk/documents/information-management/file-formats-for-transfer.pdf>

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You may already have this as a result of your selection process or records management processes, such as your File Plan, Information Asset Register, What to Keep and/or retention schedules.

4. Metadata Requirements

The National Archives' core metadata requirements are minimal (a meaningful file name or title, the creation date and folder structure or file path, any rights information and protective marking and sensitivity).

In addition to these fields we will require any additional metadata needed to understand or use the records, including digital indexes or other finding aids held separately. Examples can include case numbers, subject or classification terms, internal references or more descriptive information which will help researchers understand the meaning and context of the records.

5. Next Steps

We will discuss the results of the technical assessment with you and if the metadata load has been successful and we can accept the formats we will agree with you a method of transfer.

Once the selection, sensitivity review and technical assessment are completed the records and final metadata can be transferred (pending approval of any closed or retained records by the Advisory Council).

If you would like to discuss the Technical Assessment further please contact the Digital Transfer Manager or your Information Management Consultant (IMC). To find out what happens next see The National Archives' guidance on Step 4 of the digital transfer process: Data Transfer⁷.

⁷ <http://www.nationalarchives.gov.uk/documents/information-management/digital-transfer-step-4-data-transfer.pdf>

6. Appendix A: Metadata Exports

6.1 File Structure in EDRMS

The screenshot shows a software interface with a file tree on the left and a metadata table on the right. The file tree is organized as follows:

- Information and Communication
 - Government Liaison
 - Ministerial Briefings
 - Draft response to X question
 - Photo of X (annex to briefing material on X)
 - Request for info on subject X rec'd 27/08/2011
 - Response to X Question
 - Parliamentary Questions
 - Draft Response to Question X
 - PMQ's Log 2011
 - RE: PMQ on subject X 31/08/2011
 - Response to Question X
 - Response to Question X
 - Information Access Requests
 - Freedom of Information Requests
 - Draft Response to FOI Case Number X
 - FOI log 2011
 - RE: Potential FOI request rec'd 30/08/2011
 - Scanned copy of letter FOI Case Number X
 - Subject Access Requests
 - Agenda for Solicitor to the Inquest's quarterly meeting with Inquiry Staff 201110415
 - Agenda for Solicitor to the Inquest's quarterly meeting with Inquiry Staff 20110115
 - Draft Response to SAR Case Number X
 - Response to SAR Case Number X
 - SAR Case Number X rec'd 29/08/2011

The metadata table has the following columns: Name, Id, Last Updated, and Created On. The data rows correspond to the files and folders in the tree above.

Name +	Id	Last Updated	Created On
Information and Communication	qA33494	31/08/2011 16:45:45	05/08/2011 11:52:30
Government Liaison	IA236128	31/08/2011 16:45:21	05/08/2011 11:49:28
Ministerial Briefings	IA236129	31/08/2011 11:24:51	05/08/2011 11:49:29
Draft response to X question	A26381...	31/08/2011 11:42:42	05/08/2011 11:49:30
Photo of X (annex to briefing material on X)	A26381...	31/08/2011 11:44:43	05/08/2011 11:49:36
Request for info on subject X rec'd 27/08/2011	A26381...	31/08/2011 12:36:27	05/08/2011 11:49:29
Response to X Question	A26381...	31/08/2011 12:20:18	05/08/2011 11:49:31
Parliamentary Questions	IA236130	31/08/2011 11:22:38	05/08/2011 11:49:33
Draft Response to Question X	A26402...	31/08/2011 12:17:56	09/08/2011 13:43:00
PMQ's Log 2011	A26381...	31/08/2011 12:19:55	05/08/2011 11:49:38
RE: PMQ on subject X 31/08/2011	A26381...	31/08/2011 12:18:46	05/08/2011 11:49:34
Response to Question X	A26381...	31/08/2011 12:19:13	05/08/2011 11:49:35
Response to Question X	A26381...	31/08/2011 12:19:40	05/08/2011 11:49:54
Information Access Requests	IA236131	31/08/2011 16:45:27	05/08/2011 11:49:41
Freedom of Information Requests	IA236132	31/08/2011 11:21:56	05/08/2011 11:49:41
Draft Response to FOI Case Number X	A26381...	31/08/2011 12:32:42	05/08/2011 11:49:43
FOI log 2011	A26381...	31/08/2011 12:20:41	05/08/2011 11:49:47
RE: Potential FOI request rec'd 30/08/2011	A26381...	31/08/2011 12:32:54	05/08/2011 11:49:41
Scanned copy of letter FOI Case Number X	A26381...	31/08/2011 12:40:45	05/08/2011 11:49:45
Subject Access Requests	IA236133	31/08/2011 11:29:28	05/08/2011 11:49:51
Agenda for Solicitor to the Inquest's quarterly meeting with Inquiry Staff 201110415	A26381...	09/08/2011 15:30:03	05/08/2011 11:49:58
Agenda for Solicitor to the Inquest's quarterly meeting with Inquiry Staff 20110115	A26381...	09/08/2011 14:31:55	05/08/2011 11:49:56
Draft Response to SAR Case Number X	A26381...	31/08/2011 12:36:07	05/08/2011 11:49:53
Response to SAR Case Number X	A26381...	31/08/2011 12:35:20	05/08/2011 11:49:59
SAR Case Number X rec'd 29/08/2011	A26381...	31/08/2011 12:35:44	05/08/2011 11:49:52

6.2 Corresponding XML

The metadata in the form of XML for the files and folders in 6.1 is shown here for comparison.

Note that the structure of the files and folders (called Deliverable Units) is clearly shown by the Unique Keys. For example the Unique Key of the top level folder 'Information and Communication' is 1 and the folders immediately below this have the Parent Unique Key of 1 to indicate that they should be nested immediately below the top level folder.

Some systems will produce this XML in a nested structure which is also acceptable. The National Archives can only accept an export of metadata for all the records in one XML file.

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Some systems cannot provide this, for example Microsoft SharePoint can only provide one XML file per record, and therefore The National Archives is currently unable to accept exports from these systems.

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<Document xsi:schemaLocation="http://triadgroup.transfer.load/LoadMetadata.xsd
```

```
C:/DOCUME~1/agreen/Desktop/LoadMetadata.xsd"
```

```
xmlns:xs="http://www.w3.org/2001/XMLSchema"
```

```
xmlns="http://triadgroup.transfer.load/LoadMetadata.xsd"
```

```
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
```

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```
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Digital transfer step 3: Technical assessment

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