

Special Instructions for records not on standard paper or records on other media

Due to the on-going technology costs, as well as, staff time and expertise needed for the special handling, migration of media and file format, server storage and other requirements for the preservation and continued access of records not in paper the State Archives may request the Agency maintain and ensure public access to the records until our agency secures the necessary resources.

Non-paper based records cannot be transported if the outside temperature is over 90° F or under 45° F, at any time during transportation, due to the instability of the media. Exceptions can be made if the media is transported in a climate controlled vehicle and not exposed to sharp temperature changes for more than 10 minutes.

Please file out this form and submit to the State Archives with the Transfer form.

If you have any questions or special considerations please note them on this form so they may be addressed during the Pre-Transfer Consultation.

- A. If you are transferring published material such as books, magazines or newspapers, please email the series title, date range and/or a brief description of the items to archives@azlibrary.gov. Do not fill out this form for these materials.

For all other items, please fill out the rest of this form.

- B. Agency Contact Information.
1. Agency or Local Governmental Institution:
 2. Agency Division:
 3. Point of Contact Name:
 4. Point of Contact Email & Phone Number:
- C. Follow the “Preparing Boxes for Transfer Guidelines” document for transfer box packing.
- D. The State Archives is only able to accept a limited number of file formats and media types. Ability to accept formats and media listed in below sections will be discussed during pre-transfer consultation.
1. **If files have not been exported from originating server or data system, do not do so until after initial pre-transfer consultation.** Data system setups and uses are unique, the specifics of data export and transfer will be discussed during the pre-transfer consultation.
 2. An IT representative may be required to attend the pre-transfer consultation.
 3. Creating agency is responsible for supplying an external hard drive for transfer.
 4. The agency is responsible for and must maintain the records until the State Archives has confirmed a successful ingest of electronic/digital records and has notified the agency.

- E. Review the media for quality, readability and completeness.
1. Is the media readable or usable by the agency at this time? Yes No
 2. Ensure the media and files are in order by reel/box/packet or sheet number, date or other organization type (please explain media order):
 3. Media must be uniquely labeled, title and date minimum and matches the inventory provided by the agency.
- F. Item level inventory requirements in addition to the box level inventory.
1. Section Listing of Inventory
 - Section 1:* Itemized level inventory, to include:
 - Unique Transfer Box Number
 - Title
 - Date
 - Item Number (Box, tape, reel, packet, can)
 - Unique identifier, if necessary
 - Size of media and size of data on media
(inches, minutes, GB, or as applicable to media)
 - Copyright holder if not transferring agency
 - Any signs of water, mold or insect damage or deterioration of media.
 - Section 2:* Identify and list all definitions of all data fields, codes, abbreviations and acronyms at time of record creation. Submit electronic searchable list with this form.
 - Section 3:* List any access restrictions including personal privacy information contained in the records.
 2. One electronic and searchable copy of the index will be emailed to archives@azlibrary.gov **prior to transfer**. Acceptable formats for indexes are .docx, *.xlsx, tab delimited or comma delimited file formats. Any other format must be approved by the State Archives.
- G. Please fill out the following sections as applicable to your transfer.
1. Microfilm/Microfiche
 2. Audio-Visual Analog Media
 3. Data in Electronic and/or Magnetic Formats
 4. Photographs
 5. Maps or oversized paper document

1. Are Microfilm/Microfiche included in the transfer (Yes/No)?

A. General information

1. Name of Records Series:
2. Originating Division/Department:
3. Enter date range of records, include any missing dates:
4. Date records microfilmed:
5. Does an electronic or digital image exist for these records? Yes No
6. Are you also transferring the imaged or electronic copy of the records? Yes No
7. Are you keeping a copy of the imaged or electronic copy of the records with your agency? Yes No
8. Enter number of each media type contained in the transfer.

Media Type	# of rolls or reels
Microfilm reels - Silver (master)	
Microfilm reels - Diazo (use)	
Other micrographic format:	

Media Type	# of media
Microfiche sheets or inches of material - Silver (master)	
Microfiche sheets or inches of material - Diazo (use)	
Other micrographic format:	

B. Forms on File

1. Do you have a microfilm imaging request approval on file with the State Archives and Records Management Center? Yes No

Date of imaging request:

2. Do you have a certificate of compliance for the microfilm on file with the State Archives and Records Management Center? Yes No

C. Contents of film

1. Does the microfilm contain maps, drawings or photographs? Yes No
 Can the original be reproduced from the microfilm? Yes No
2. Is the microfilm bi-tonal (black/white/shades of gray) or in color?

D. Silver/Master or Diazo/Use Copy

1. Are you transferring the silver negative, diazo (use) copy or both? Silver Diazo Both
2. Are you keeping a diazo (use) copy at the agency? Yes No
3. The silver negative or second generation negative is the permanent copy. Where are the silver negatives if they are not being transferred?

2. Are Audio-Visual Analog Media included in the transfer (Yes/No)?

A. General information

1. Name of Records Series:
2. Originating Agency and Division/Department:
3. Enter date range of records, include any missing dates:
4. Does an electronic or digital version exist for these records? Yes No
5. Are you also transferring the electronic or digital copy of the records? Yes No
6. Are you keeping a copy of the electronic/digital file of the records with your agency? Yes No
7. Enter number of each media type contained in the transfer.

Media Type	# of media
Film or Moving Image	
8mm Acetate film	
8mm Polyester film	
16mm Acetate film	
16mm Polyester film	
16mm Nitrate film	
35mm Acetate film	
35mm Polyester film	
35mm Nitrate film	
Other:	
Audio Tape	
Standard size cassette	
Micro or mini cassette	
1/4" Reel to Reel Tape	
Other:	

Media Type	# of media
Video Tape	
U-Matic - Large Cassette	
U-Matic - Small Cassette	
VHS	
Beta Max	
Other:	
Grooved media	
LP	
Transcription Disc	
Wire	
Dictabelt	
Other:	
Other Analog Media:	

B. Contents of media.

1. Does media contain recording of meetings or speeches? Yes No
 - a. Have minutes or transcript been created? Minutes Transcripts No
 - b. Where are the corresponding minutes or transcriptions located?
 - c. What is the media/format of the corresponding minutes or transcriptions?
2. Information regarding the contents of the media must be described on the item level inventory. Information such as the title of the event, names of people shown or speaking, date and other relevant information based on the unique recording.

Please include any information you have regarding:

- a. Current and past storage conditions.
- b. If agency did not create the recording, who did or where did they get the recording?
- c. Anything that you feel would add to the context or special information regarding the recordings.

3. Data in Electronic and/or Magnetic Formats are included in the transfer (Yes/No)?

A. General information

1. Name of Records Series:
2. Originating Division/Department:
3. Enter date range of records, include any missing dates:
4. Are you keeping a copy of the imaged or electronic copy of the records with your agency? Yes No
5. The State Archives is only able to accept a limited number of file formats and media types. Ability to accept formats and media listed in below sections will be discussed during pre-transfer consultation.
 - **If files have not been exported from originating server or data system, do not do so until after initial pre-transfer consultation.** Data system setups and uses are unique, the specifics of data export and transfer will be discussed during the pre-transfer consultation.
 - An IT representative may be required to attend the pre-transfer consultation.
 - Transferring agency is responsible for supplying external hard drive for transfer.
 - The agency is responsible for and must maintain the records until the State Archives has confirmed a successful ingest of electronic/digital records and has notified the agency.
6. Enter number of each media type contained in the transfer if not located on a server or workstation.

Media Type	# of media
Optical	
CD	
DVD	
Other:	

Media Type	# of media
Magnetic	
3 1/2" disc	
Zip Drive	
Flash/Jump/USB stick Drive	
SD Card:	
External Hard Drive:	
Other:	

B. Contents of data.

1. Does data contain recording of meetings or speeches? Yes No
- Have minutes or transcript been created? Minutes Transcripts No
- Where are the corresponding minutes or transcriptions located?
- What is the media/format of the corresponding minutes or transcriptions?

2. Does the data contain email? Yes No
- List originating email server (i.e. Microsoft Exchange Server 2012):
- Filename should consists of employee name and year range of employment.
 Example: JaneSmith2002_2014.pst
- Item inventory must contain a listing of mailboxes with employee name, position or title and date range of employment.

3. Does the data contain files from an employee's user drive? Yes No
- Top level directory structure should consists of employee name and year range of employment. All other directories and files should be in order as created by employee.
 Example: JaneSmith2002_2014
- Item inventory must contain a listing of directories, employee name and date range of employment.

4. List total size of transfer in MB, GB or TB:

5. List file types contained on media:

6. Will this transfer require an export of the data from a data system or data base? Yes No
- a. System must have the ability to export permanent records to an open format including any metadata necessary to locate individual records.
- b. Definitions and or explanation of all data fields, codes, abbreviations and acronyms at time of record creation must be included in the transfer.
 Example 1: In the field contains a Y or N. What is the question and/or what constitutes a Y verses a N.
- Example 2: In a field that contains letter and number i.e. CV2001-0050238.
 CV = Civil, 2001 = Year, 0050238 = Case Number
7. The agency is responsible for and must maintain the records until the State Archives has confirmed a successful ingest of electronic/digital records and has notified the agency.

Sign Here as Acknowledgement:

4. Photographs are included in the transfer? Yes No

A. General information

1. Name of Records Series:
2. Originating Agency and Division/Department:
3. Enter date range of records, include any missing dates:
4. Are you submitting printed or digital photographs? Printed Digital Both
 If printed, does an electronic or digital version exist for these records? Yes No
 Are you also transferring the electronic or digital copy of the records? Yes No
5. Are you keeping a copy of the electronic/digital file of the records with your agency? Yes No
6. Enter number of each media type contained in the transfer if not located on a server or workstation.

Media Type	# of photographs
Non-Digital:	
Printed on Paper	
Glass Plate	
Tin Plate	
Other:	

Media Type	# of photographs
Digital:	
TIFF	
JPEG2000	
DNG	
Other:	

B. Contents of data.

1. Do your digital photographs meet the “Minimum Standards for Scanning Photographs” or “Born Digital Photographs”? Yes No
 Location of standards: <http://www.azlibrary.gov/arm/guidelines-standards-and-statutes>
2. Photographs taken by government employees during working hours or during the course of business are government records and do not belong to the individual employee, nor does the employee hold copyright to those records.

If not taken by a government employee during working hours or during the course of business, does the agency have copyright? Yes No

Is copyright specified in writing? A copy of this documentation must accompany the transfer. Yes No

3. Regardless of paper or digital, all metadata or individual item inventory must be included in a tab delimited or Excel spreadsheet and transferred with the photographs.

Minimum metadata includes: Names of people, name of event, location, date taken, Photographer and copyright, if applicable, and filename identified if digital.

4. For printed photographs, please include box, folder and item number in the Excel spreadsheet to indicate which metadata corresponds to each photograph.
5. Have you chosen the photographs that best represent the event? (Do not send 10 photographs of the same person speaking at an event or 20 crowd shots. Archives will not accept blurry, out of focus, duplicates and repetitive photographs. Server space and resources are limited). Yes No
6. Are the photographs permanent, as per the retention schedule or of historic value, as per "Historically Significant Records" document? Yes No
7. The agency is responsible for and must maintain electronic or digital records until the State Archives has confirmed a successful ingest of electronic/digital records and has notified the agency.

Sign Here as Acknowledgement:

5. Maps or oversized paper document are included in the transfer (Yes/No)?

Oversized = greater than 8.5" by 17"

A. General information

1. Name of Records Series:
2. Originating Agency and Division/Department:
3. Enter date range of records, include any missing dates:
4. Does an electronic or digital version exist for these records? Yes No
5. Are you also transferring the electronic or digital copy of the records? Yes No
6. Are you keeping a copy of the electronic or digital copy of the records with your agency? Yes No
7. Enter number of each media type contained in the transfer.

Media Type	# of pages
Non-Digital:	
Printed on Paper (black & white)	
Printed on Paper (color)	
Printed on Mylar (black & white)	
Printed on Mylar (color)	
Aerial Photographs	
Drawings	
Other:	

Media Type	# of pages
Digital:	
TIFF	
JPEG2000	
Other:	

B. Content of files

1. Are these items part of a document or project included in the standard size boxes? Yes No
 If yes, please describe relation.
2. Describe the items and their function or use at a group level.
3. What is the average size, smallest size and largest size of the items?