

# Digital transfer readiness characteristics

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## 1 Context

Archives New Zealand has developed methods for processing digital information and records into the Government Digital Archive and making them accessible through Archway, our existing system. The current limitations of the systems mean that digital information and records need to have certain characteristics to be transferred successfully.

Archives New Zealand is interested in working with organisations on a case-by-case approach to digital transfers, to allow us to further develop our methods for processing.

## 2 Expectations

Our aim is to complete transfers; however, after initial investigation it may be that a transfer is not feasible. Each transfer will be a collaborative effort from which both parties will benefit by gaining experience and knowledge in terms of testing their processes and systems.

## 3 Purpose

The purpose of this document is a starting point in determining whether a transfer might be feasible for your organisation. It is intended to assist us in our first discussion with you about a potential digital transfer exercise. As the next step in the process we will then work through a more detailed list of questions with you.

## 4 Characteristics of your transfer

### 4.1 Information and records characteristics

If a set of information and records for transfer has the following characteristics then it might prove to be a good candidate for such an exercise and we would be keen to hear from you.

#### *Disposal*

- All information and records have a disposal action of 'Transfer to Archives NZ'
- All information and records are considered to have been accurately sentenced and ideally will have met their retention period

#### *Access*

- All information and records must be classified with a public access status of 'Open' on transfer, so that the public can access them directly online through Archway

#### *Size*

- Approximately 5000 records

#### *Integrity*

- A file manifest that includes file paths and checksums for each file can be produced

## 4.2 Information and records management environment characteristics

- Executive Sponsor support to provide strategic leadership and ensure adequate resources
- A nominated representative to lead the digital transfer work and be our key contact person
- A small multi-disciplinary team with the following skills; knowledge of your systems and possibly the ability to code and knowledge of your information and records management environment

If you believe that your organisation has a digital transfer with these characteristics, please contact Archives New Zealand via [rkadvice@dia.govt.nz](mailto:rkadvice@dia.govt.nz) using Digital Transfer as the subject line.

We will have an initial discussion with you about the potential transfer and may work through some more detailed questions with you. For more detail, please also see *16/F19 Digital transfer - interim operating model*.