



ELECTRONIC RECORDS TRANSFER INFORMATION

STATE HISTORICAL SOCIETY OF NORTH DAKOTA

STATE ARCHIVES

SFN 60838 (5-2015)

For internal use only

Accession Number:

Record Series:

Please fill out one form for each record control number and include the form electronically with each transmission of records (on media or FTP).

Record Control Number:	Agency:	Division:
Contact Person:	Email Address:	Telephone Number:
Retention Period:	Method of Transfer (FTP, CD, DVD, flash drive):	

File name(s):	Format(s):	Date range of file(s):	Volume of file(s):	Number of file(s):

Form completed by:	Date:
--------------------	-------

Instructions for Filling out the Electronic Records Transfer Form (SFN 01-2015)

This form should be completed for every electronic record transfer to the North Dakota State Archives. The following instructions are intended to guide completion of the form. If you have any questions, please contact the State Archives staff.

Record Control Number: Indicate the record control number of the records transfer. One form should be included for each record control number. If a record transfer includes multiple record control numbers, separate forms describing each record control group are required.

Method of Transfer: Please email or call the archives to schedule your electronic records transfer. Acceptable methods of transfer include FTP sites or external media such as CDs, DVDs, and flash drives. Email can also be used to transfer records, depending on the file size. If you prefer another method of transfer, contact archives staff.

File names: Please list names of individual files, if possible. Multiple files with similar content can be entered once (for example, "minutes"). If the transfer includes a variety of records, additional pages can be included. Screen shots of file names are also acceptable, as long as the file format, date range, volume and number of files are included. Please note that your files must be named according to the Archives' file naming conventions before transfer:

Text Documents	Record Control Number Record Title/Description Dates of Material <i>Ex. 12345 State Auditing Board Minutes 1999-2004</i>
Photographic Files	Record Control Number Subject, Location, Date Photographer <i>Ex. 77777 Front Ave during hail storm, Bismarck (ND), 2001 Fred Johnson photograph</i>
Audio Files	Record Control Number Subject/Interviewee, Date <i>Ex. 99211 Rita Jones, closing of Red Owl Store in Dickinson (ND), 2014-07-04</i>
Video Files	Record Control Number Subject, Location, Date Videographer <i>Ex. 67891 Heritage Center construction, Bismarck (ND), 2011-09-04-Gwen Larson footage</i>
Other	Contact Archives staff

Formats:

Please note that the archives requires conversion to the following file formats before transfer:

Documents	<i>Microsoft Word and Excel, PDF, PDF/A, Plain Text (.txt), Rich Text (.rtf)</i>
Photographs	<i>JPEG, TIFF</i>
Audio Files	<i>WAV, MP3</i>
Video Files	<i>MP4, Apple ProRes, Contact Archives staff with other formats</i>
Other	<i>Contact Archives staff</i>

Date range of files: Include the inclusive dates of the file(s).

Volume of files: Indicate the volume of files (KB, MB, GB, TB, etc.).

Number of files: Include the number of files described.