

Transfer Policy

Analog Transfer

If heritage organizations are transferring physical records to a service hub for digitization, they will:

- Create an inventory of what is being transferred.
- Fill out a transfer form.

Heritage organizations will either take the records to the service hub themselves or arrange to transfer the records through UPS or another transportation service.

It is the responsibility of the heritage organization to transfer their materials to UPLINK. In cases where the heritage organization cannot transfer their materials, they can request that an UPLINK staff member pick up the records from the heritage organization. Acceptable reasons for pickup by UPLINK staff include fragile materials that might not survive UPS or other transportation service, oversized materials that require a larger vehicle than the organization has, or exorbitant cost to ship via a commercial service due to size or format of materials.

Upon arrival, an UPLINK staff member will check that the boxes match the inventory and sign off that they have received all the materials on the inventory.

- If anything is missing or was damaged in transit, the UPLINK staff member will discuss the issue with the heritage organization (in-person or over the phone depending on who transferred the records).
- If there are no issues/after any issues have been resolved, the UPLINK staff member will send a confirmation email to the heritage organization with a copy of the signed transfer form.

Digital Transfer

If heritage organizations are transferring digital records to a service hub, they will:

- Create an inventory of what is being transferred that matches the directory structure of the files.
- Fill out a transfer form.

Digital records can be transferred via the delivery of a hard drive or flash drive, uploading the files to a cloud service, or uploading the files directly to NMU's server. Email attachments may be used for extremely small collections.

When the service hub receives the files, they will ingest them by:

- Running a virus check.
- Running a fixity check (or generating checksums if they did not exist before).
- Confirming that the inventory and list of file formats are correct.

- Contacting the heritage organization about any discrepancies between the inventory and the files. When these issues are resolved, or if there are no issues, signing off on the transfer form.
- Sending a confirmation email to the heritage organization with a copy of the signed transfer form.
- The service hub will save an access copy of the digital files on the server and two preservation copies on two different hard drives. If the heritage organization paid for the premium service level, then the files will also be added to MDPN.

Learn more about how to transfer records [here](#).