TAPER: Tufts Accessioning Program for Electronic Records

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Introduction

Digital Collections and Archives

- Records Management Program
- University Archives
- Fedora Commons Repository managed with UIT/Academic Technology
• Why did we build a transfer agreement tool?
• What does it do?
• How do we use it?
• How could you use it?
Why did we build the Transfer Agreement Form?
Ingest
Ingest Guide for University Electronic Records

FROM SECTION A

B1.1
PRODUCER PREPARES SIP ACCORDING TO SUBMISSION AGREEMENT

B1.2
PRODUCER TRANSfers THE SIP TO THE ARCHIVE

TO B2

http://dca.lib.tufts.edu/features/nhprc/reports/ingest/index.html
SIP*

* Submission Information Package
AIP*

* Archival Information Package
Who are the records creators?
What kinds of records do they transfer?
• Authenticate
• Create templates
• Notify and package metadata
Login

Choose record type

Enter transfer info

Upload inventory and files

Notify archives
Authenticate
You are not signed into TAPER.

Please use the login controls at right to get full access to these tools.

**Submission Tools**

homepage

Transfer Agreement Form

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**Submission Agreement Builder Tool**

Please log in using your Tufts account.

**Username**

[Input field]

**Password**

[Input field]

[Log in button]

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Edit User

Return to user list

Use the form below to modify this user.

**Username**
ewilcz01

**First name**

**Last name**

**DCA admin?**
✓

**Offices**

Digital Collections and Archives  Active?  ✓

Faculty Information System Committee  Active?  ✓

Information Stewardship Committee  Active?  ✓

**Add a new office:**

[Update user]
Templates
Transfer Agreement Form

How have the records been prepared for transfer? (Check all that apply)

- [ ] Labelled Box
- [ ] Labelled Folders
- [ ] Created Inventory
- [ ] None

Transfer notes: Please provide a narrative describing the records, the records creator, and any special considerations for these records

Extents

Number of units

Type of unit
How have we used it?
Transfer Agreement Form

How have the records been prepared for transfer? (Check all that apply)

- [ ] Labelled Box
- [ ] Labelled Folders
- [ ] Created Inventory
- [ ] None

Transfer notes: Please provide a narrative describing the records, the records creator, and any special considerations for these records

Extents

Number of units: [ ] Type of unit: [ ]
method: post

elements:

- type: Checkboxgroup
  name: sipCreationAndTransfer
  label: 'How have the records been prepared for transfer? (Check all that apply)'
  options:
  - ['label_box', 'Labelled Box']
  - ['label_folders', 'Labelled Folders']
  - ['burn_or_copy_to_media', 'Burned or Copied to Media']
  - ['create_inventory', 'Created Inventory']
  constraint: Required

- type: Textarea
  name: generalRecordsDescription
  label: 'Transfer notes: Please provide a narrative describing the records, the records creator, and any
  rows: 5
  constraint: Required

- type: RepeatableFieldset
  name: extent
  legend: Extents
  elements:
  - type: Text
    name: extent_value
    label: Number of units
  - type: Select
As configured it’s best for...

- Regular transfers of departmental records
- Regular transfers of publications
- Inside donors
method: post

elements:

- type: Checkboxgroup
  name: sipCreationAndTransfer
  label: 'How have the records been prepared for transfer? (Check all that apply)'
  options:
    - [ 'label_box', 'Labelled Box' ]
    - [ 'label_folders', 'Labelled Folders' ]
    - [ 'burn_or_copy_to_media', 'Burned or Copied to Media' ]
    - [ 'create_inventory', 'Created Inventory' ]
  constraint: Required

- type: Textarea
  name: generalRecordsDescription
  label: 'Transfer notes: Please provide a narrative describing the records, the records creator, and any rows: 5
  constraint: Required

- type: RepeatableFieldset
  name: extent
  legend: Extents
  elements:
    - type: Text
      name: extent_value
      label: Number of units
    - type: Select
What’s next?