



**TAPER: Tufts Accessioning Program for
Electronic Records**

**Society of
American
Archivist 2010**

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Tufts
UNIVERSITY

Digital Collections
and Archives

August 14, 2010

Marriott Wardman Park
Washington, D.C.









Introduction

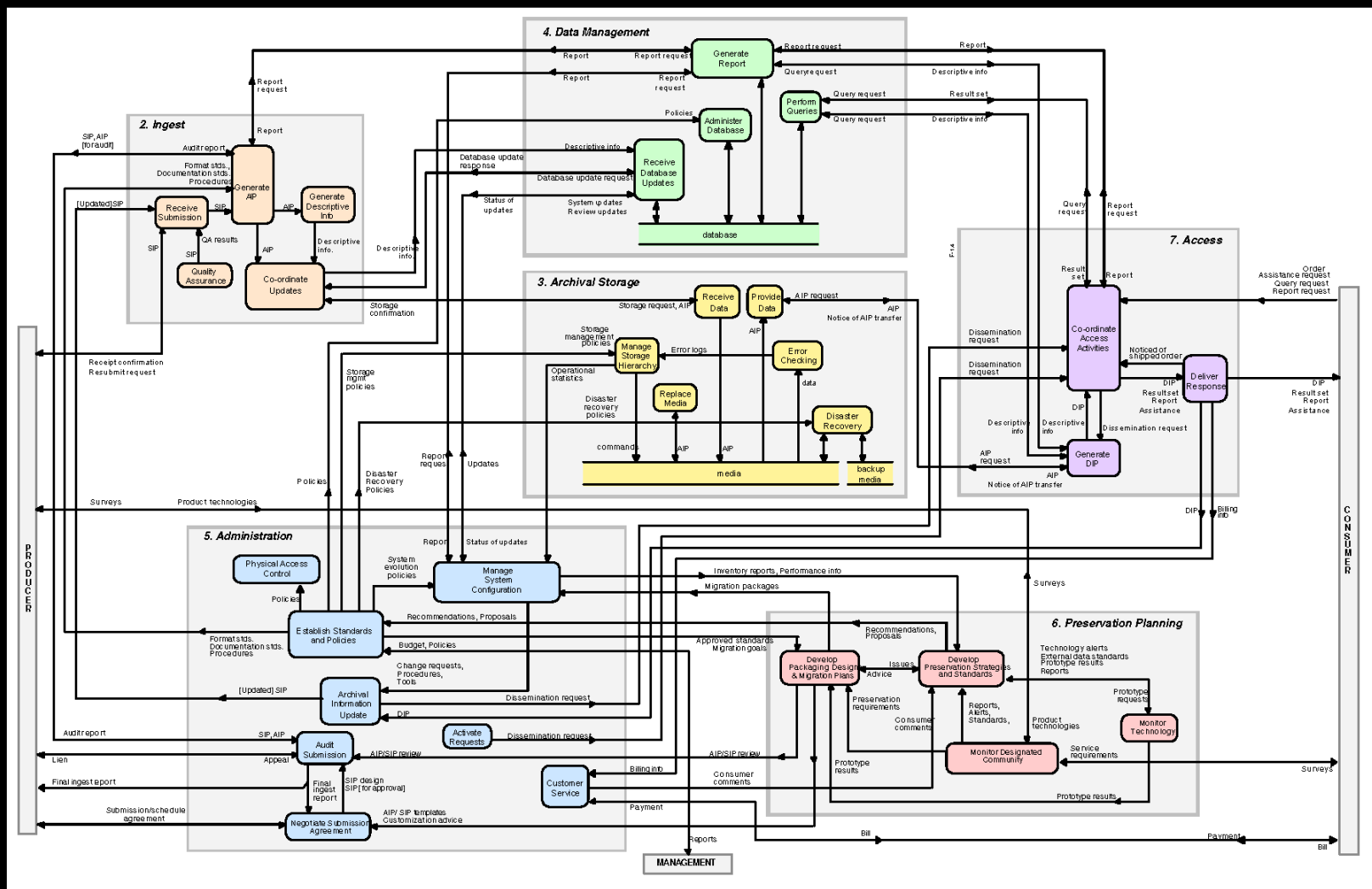
Digital Collections and Archives

- 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?

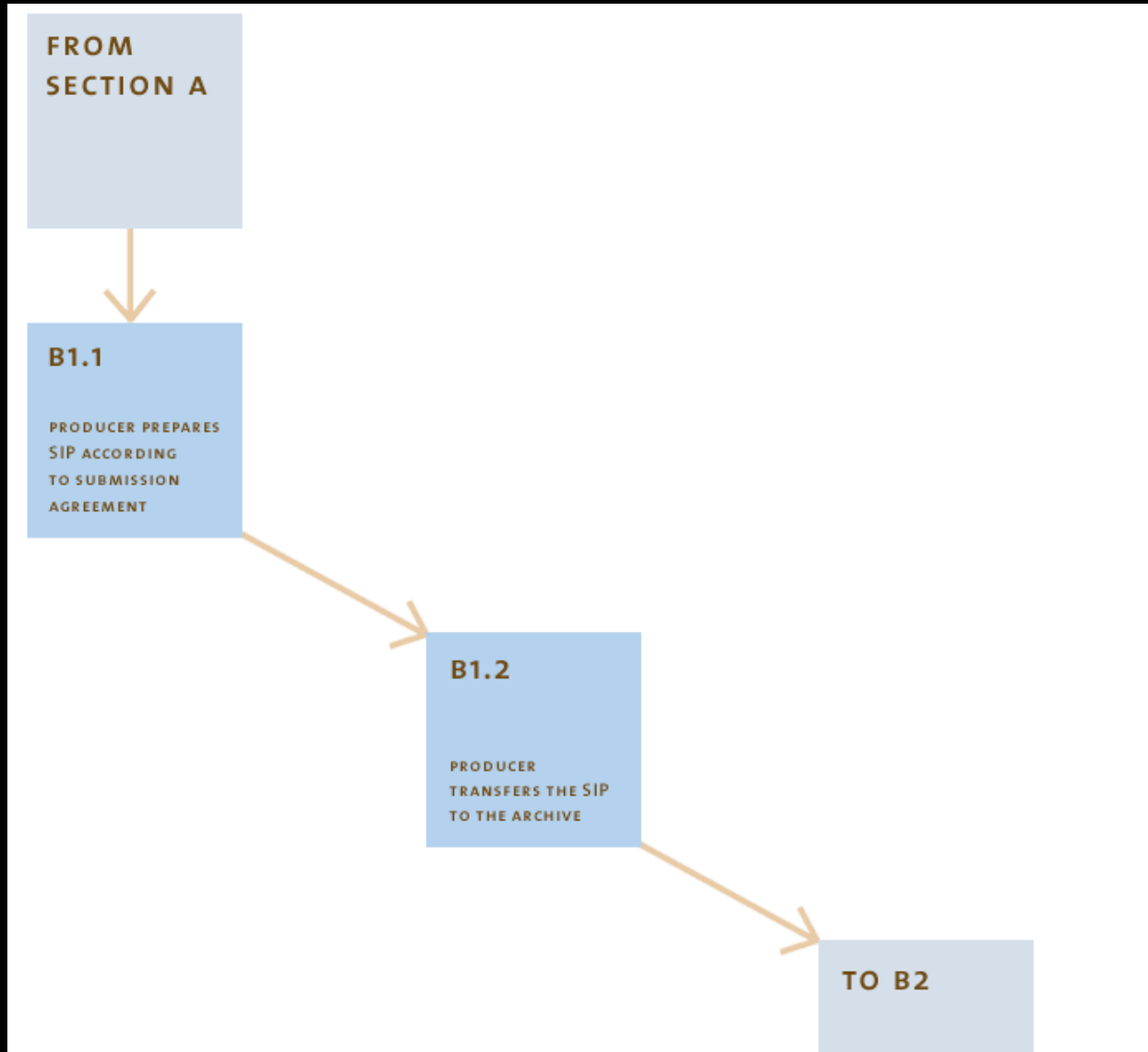
Why did we build the Transfer Agreement Form?



Ingest



Ingest Guide for University Electronic Records

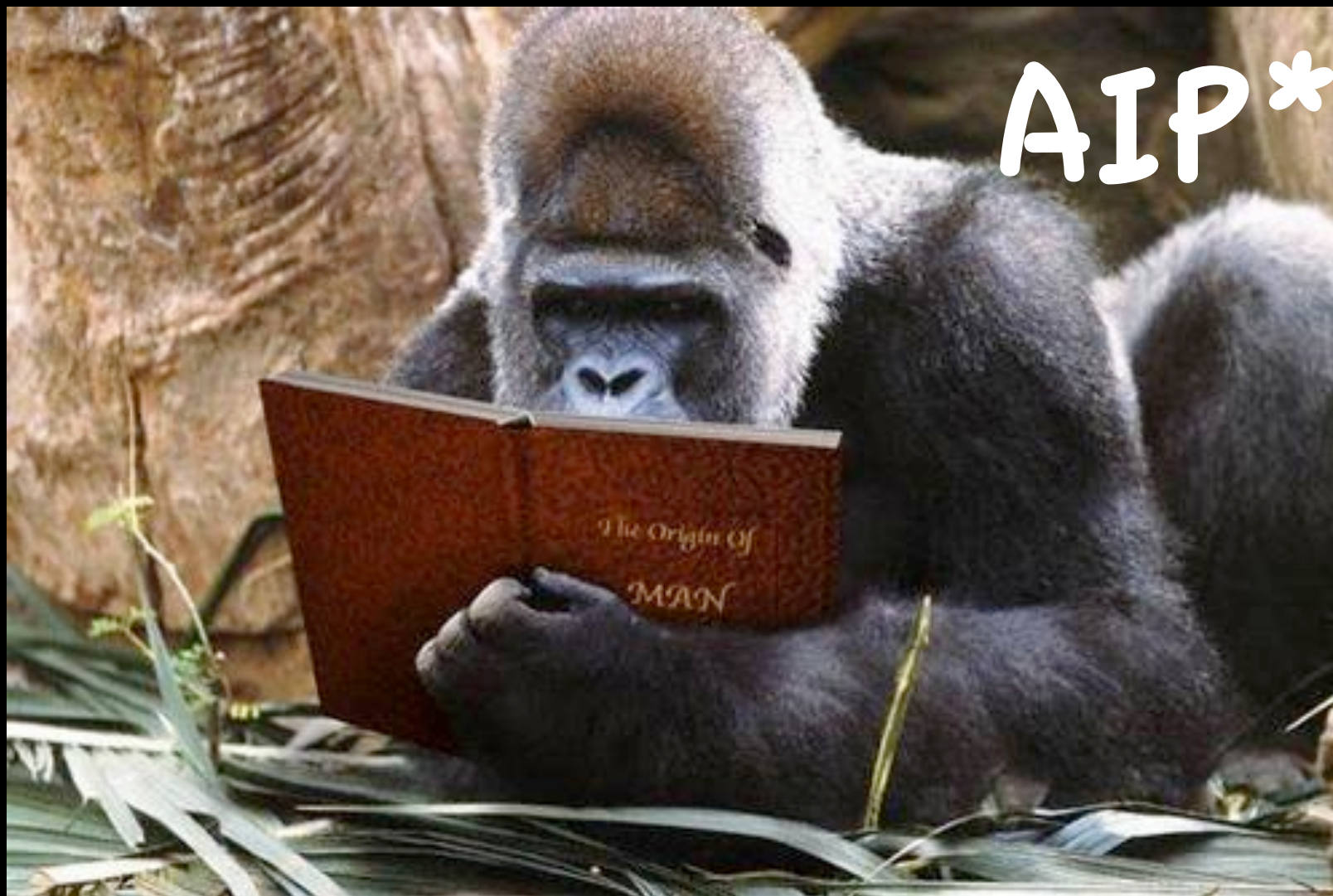


<http://dca.lib.tufts.edu/features/nhprc/reports/ingest/index.html>



SIP*

* Submission Information Package



AIP*

* Archival Information Package





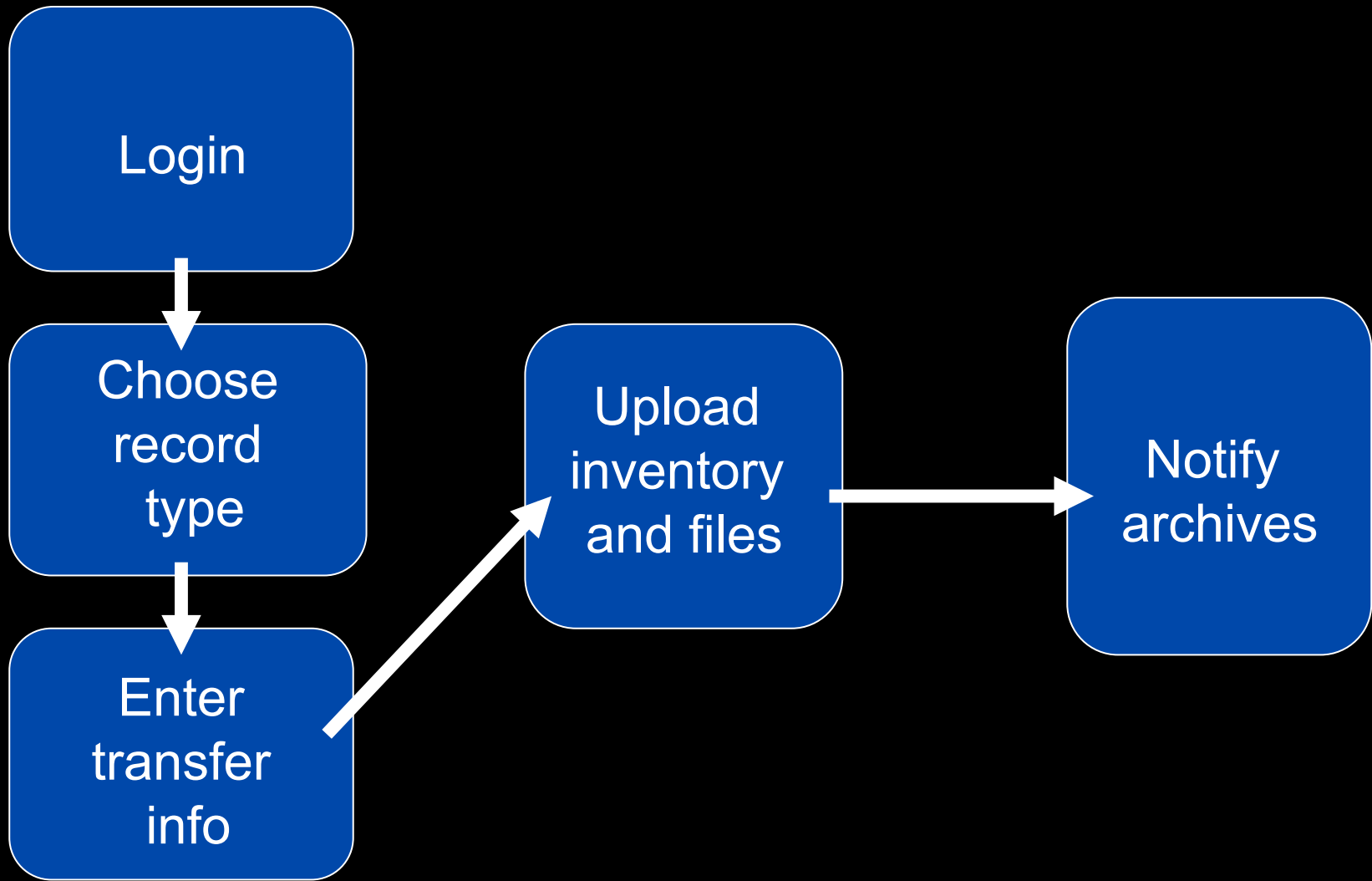


ANTICIPATE

Who are the records creators?

What kinds of records do they transfer?

- Authenticate
- Create templates
- Notify and package metadata



Authenticate



TAPER Home

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](#)



Submission Agreement Builder Tool

Please log in using your Tufts account.

Username

Password

Log in



Edit User

[Return to user list](#)

Use the form below to modify this user.

Username

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:



Templates





TAPER Home

Welcome, kferra02.

Log out of TAPER

Submission Tools

homepage

Transfer Agreement Form

DCA administrative tools



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?

TAPER Home

Welcome, kferra02.

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DCA administrative tools



Transfer Agreement Form

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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
```

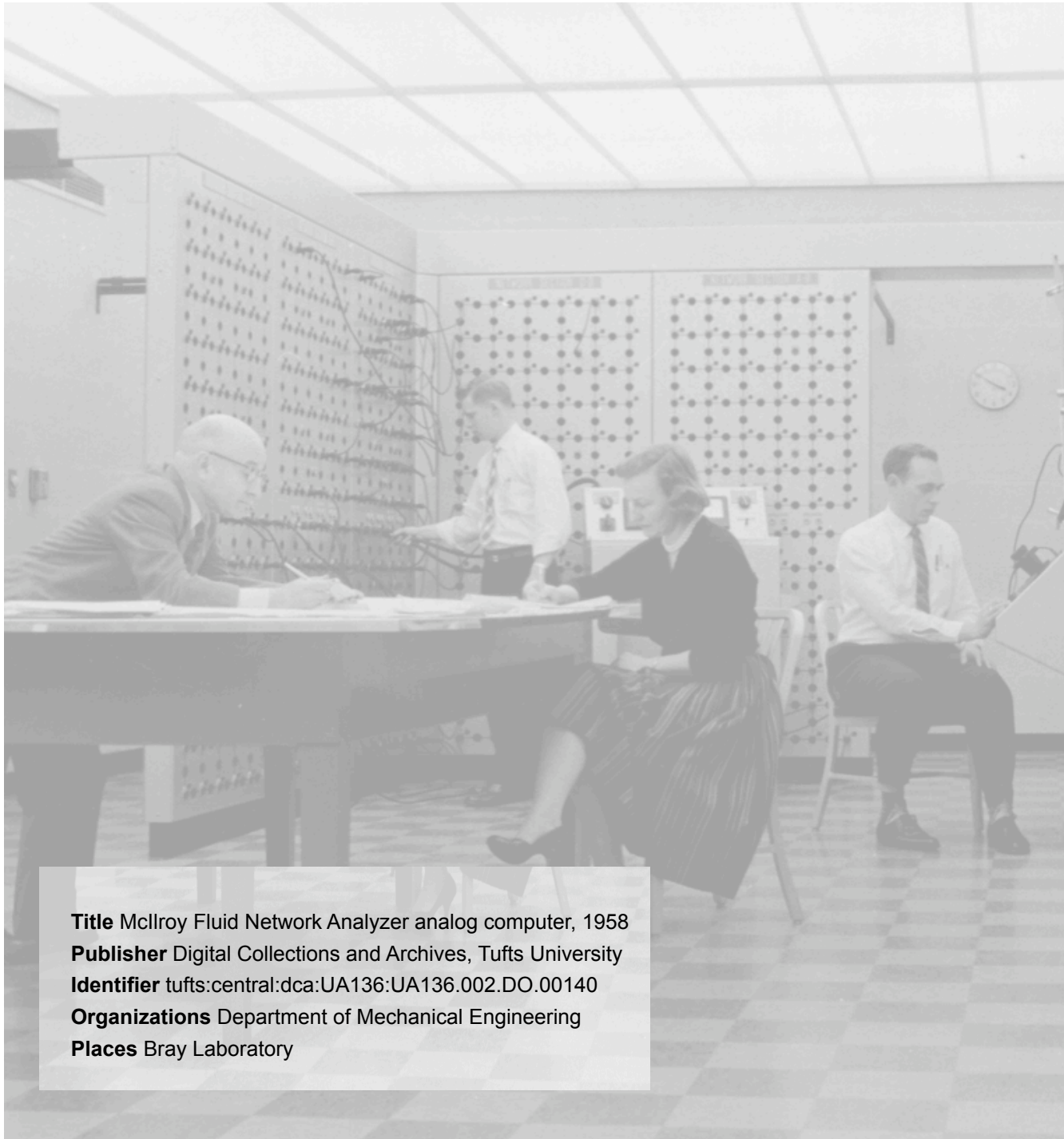
```
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What's next?



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<http://dca.tufts.edu/?pid=49>

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Tufts
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Digital Collections
and Archives

Title McIlroy Fluid Network Analyzer analog computer, 1958
Publisher Digital Collections and Archives, Tufts University
Identifier tufts:central:dca:UA136:UA136.002.DO.00140
Organizations Department of Mechanical Engineering
Places Bray Laboratory

**Society of American
Archivists, 2010
Washington, D.C.**