



The University of
Nottingham

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**UNIVERSITY OF NOTTINGHAM
MANUSCRIPTS AND SPECIAL COLLECTIONS**

**Advice for transferring digital records for
permanent preservation**

This advice relates to the internal transfer of digital records and archives identified for permanent preservation from university departments to Manuscripts and Special Collections. For information about our collecting policy for paper/physical records please read the [Collecting Policy](#).

Key Points

- Manuscripts and Special Collections actively collect digital records and preserve digital records using our digital preservation system, Preservica.
- Our [Digital Preservation policy](#) sets out how the University should approach the preservation of its permanent archives and describes how we care for our digital collections.
- If you have material including digital components that you would like to deposit with us, please get in touch using the departmental mail address: mss-library@nottingham.ac.uk.
- We have several mechanisms by which you can transfer digital material to us, depending on the best approach for you, and the volume of material you wish to transfer.

Preparing to transfer digital content.

We will aim to make the transfer process as easy as possible for you. It would be helpful for us to have some conversations with you about the type of digital content you wish to transfer to us. This is because digital content can be more complex, larger, and have more complicated rights than paper-based content. Please don't worry if you do not know all the answers as we will talk through the questions with you. **Ideally any material selected for transfer will be organised into clearly labelled folders with any private or unwanted documents removed prior to transfer.**

Our usual transfer route for university created records would be via O365. We have information about transferring content on our [Collecting](#) SharePoint site.

Key questions		
Deciding what to transfer	We can assist with arranging transfer of your digital material. Please do get in touch so we can help you decide 'how' and 'what' digital content to transfer to us	Identifying only material suitable for long term preservation is key. Material for transfer should be organised prior to transfer. The University's retention schedule can help you with decision making, or contact Information Governance for further advice
Privacy	If you can indicate your awareness of files that may contain sensitive information, this is very helpful.	We will ensure access to sensitive content is appropriately controlled and managed
Ownership and Intellectual Property	MSC staff will discuss copyright and Intellectual property rights with you. We will ask if the records are likely to contain the intellectual property of people beside the university	Ownership: Who created the content? IPR: Who owns IPR in material?

Example transfer methods

Type of transfer	Examples	Comments
Cloud based transfer	O365 Email	We would usually expect to transfer University records directly from the O365 storage with your assistance by sharing access to existing folders or creating new folders for content to be transferred to MSC.
Physical storage media	CDs DVDs External hard drives USB devices Floppy disks	Transportation must be secure. This content should ideally be dropped off or picked up in person. We are used to dealing with legacy/obsolete media types. We may be able to collect content using one of our dedicated encrypted portable hard drives (up to 2TB) or accept non-sensitive material via post
Websites	Department / school / Research Institute websites Institutional blogs	We can collect this type of content ourselves using automated tools if you provide us with details of relevant sites. Do remember that websites are vulnerable to loss, so it is important to act quickly to capture webpages created by projects which have finished or departments which have closed
Social media	Facebook Twitter Instagram	This is approached on a case-by-case basis, we will work actively to help you archive this type of content.
Physical devices	Laptop Tablet phone	We would prefer not to take devices such as personal laptops, tablets, or smartphones. We are unlikely to want to access the entire contents and would prefer to work with you to retrieve only relevant content from such devices.

What will we do with your digital files?

- We actively preserve the authenticity, integrity, reliability, and usability of your data using a variety of tools and techniques against two main types of threat.
 - Loss of the medium (e.g., corruption or physical loss of the files themselves)
 - Loss of the message (losing the ability to interpret the files or 'bitstreams' in a meaningful way. E.g., because of software obsolescence)
- We will carry out bitstream preservation keeping multiple copies of your deposit in secure locations. We check the integrity of these copies over time to ensure they remain authentic and unchanged.
- We monitor risks associated with the technology required to access digital files and plan as best we can for changes that might affect the ability to access them in the future. We may need to create copies in new formats for the purpose of access (for material open to the public).

Completion of Transfer

You should retain a copy of the transferred digital records until Manuscripts and Special Collections staff confirm successful receipt. We will notify you once we have successfully processed your deposit into our preservation system and complete any necessary paperwork.

Version Control

Version	Author	Date	Changes
1.0	Laura Peart	01-05-2024	Reviewed by Manuscripts and Special Collections Team