

Intake document for digital archives

Contact information	
Contact person depositor:	<ul style="list-style-type: none"> • Name: • Function: • Email address: • Phone number:
Contact person current record manager:	<ul style="list-style-type: none"> • Name: • Function: • Email address: • Phone number:
General	
Description digital archive:	<ul style="list-style-type: none"> • Title: • Period: • Addition (yes/no): • History:
Description depositor:	<ul style="list-style-type: none"> • Name: • Date: • Place: • Institution type: • Structure: • Activities: • History:
The digital archive only contains digital objects for permanent preservation. N.B. This is mandatory.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
The digital archive only contains closed dossiers (set of files)? N.B. This is mandatory.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
The digital archive only contains complete dossiers N.B. This is mandatory.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
The digital archive only contains digital objects with unambiguous descriptions that correspond with the actual content. N.B. This is mandatory.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
All sub-archives are mapped. Note that this applies to both analog (hybrid situation) and digital (multiple source systems) sub-archives. N.B. This is mandatory.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

What levels of aggregation are used? For example: archive > series > file > record	
What structure of arrangement (classification) is used?	
Source system	
In what source system is the digital archive stored?	
How is the digital archive exported from the source system?	
Metadata	
Has a documented metadata schema that complies with TMLO or MDTO been used to describe the digital archive? If applicable, attach the schema to the intake document.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If the metadata schema does not comply with TMLO or MDTO: Is the metadata schema mapped to TMLO or MDTO? If applicable, include the mapping as an attachment to the intake document.	Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A.: <input type="checkbox"/>
The metadata is delivered in the ToPX format based on the sidecar structure.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If the metadata is not delivered in the ToPX format: what format is used for the metadata?	
The file names and directory names only contain the following characters: (ASCII) letters, (ASCII) numbers, underscores (_) or hyphens (-).	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Digital objects	
What file formats are included in the digital archive? Specify the numbers per file format.	
Are there encrypted digital objects included in the digital archive?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Are there documents included in the digital archive with a digital signature?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the digital archive free of viruses, corrupt files and zero byte files?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Are there digital objects with technical links to other digital objects included in the digital archive?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Are there digital objects compressed in container formats (RAR, TAR or ZIP) included in the digital archive?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Restrictions, personal data and rights	
Are there any copyrights that must be taken into account after transfer? If so, describe the applicable copyrights.	
Are there any disclosure restrictions that apply after transfer? If so, describe the disclosure restrictions.	
Are the conditions surrounding the processing of personal data known and recorded?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Access	
Transferred digital archives can be accessed via the website and on location at Regionaal Archief Nijmegen on a local computer in the reading room. Do these forms of access suffice? If not, describe what additional form(s) of access would be desirable.	
Are special access rights required for confidential or non-public information after transfer? If so, describe the desired special access rights.	
Delivery	
How do you want to deliver the digital archive? For example: by using a secured FTP server or other secure file transfer service.	
How many files will be transferred in total? Note: state the total number of files, digital objects and metadata.	
What is the total size of the digital archive in bytes?	