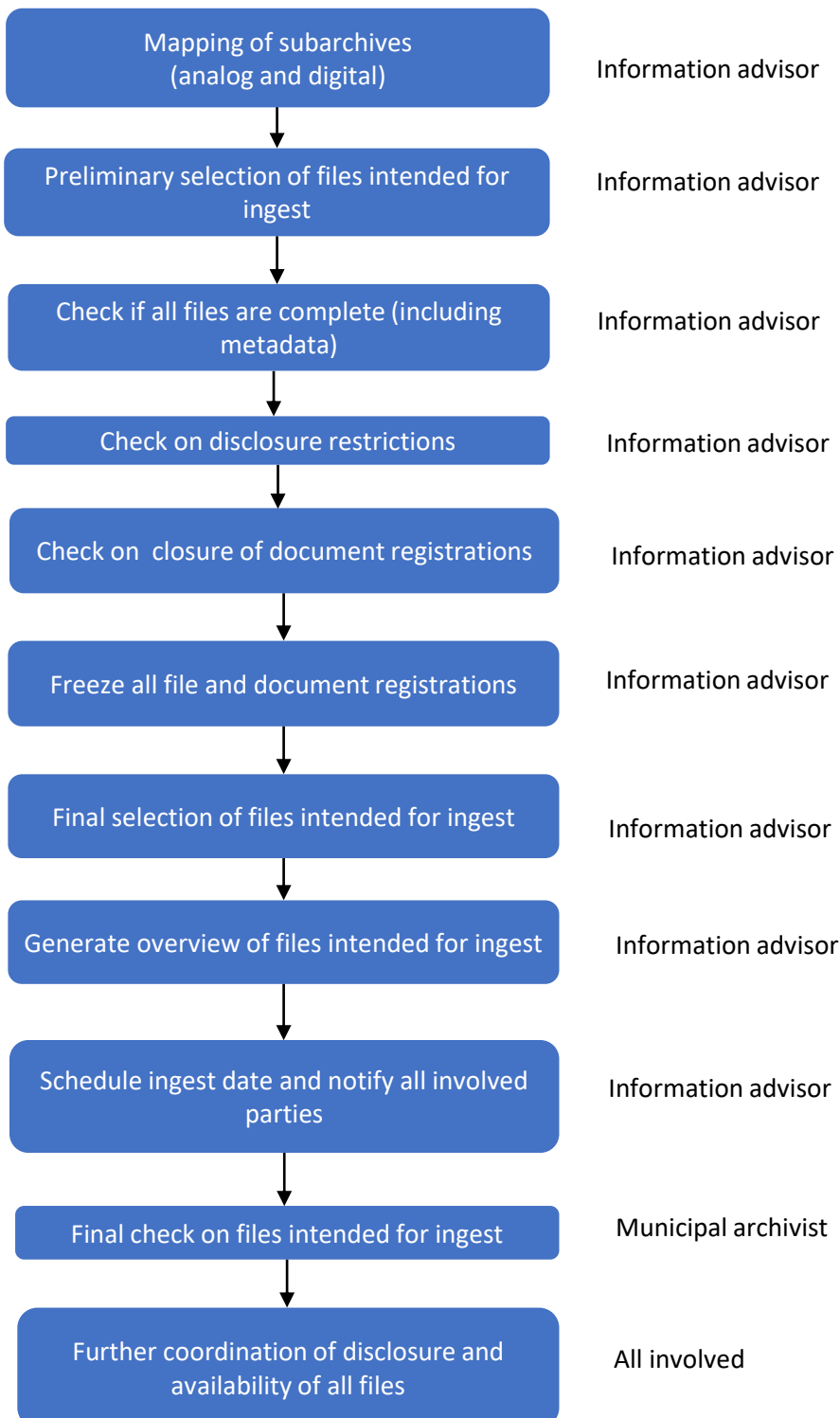


Procedure models for the transfer of digital archives

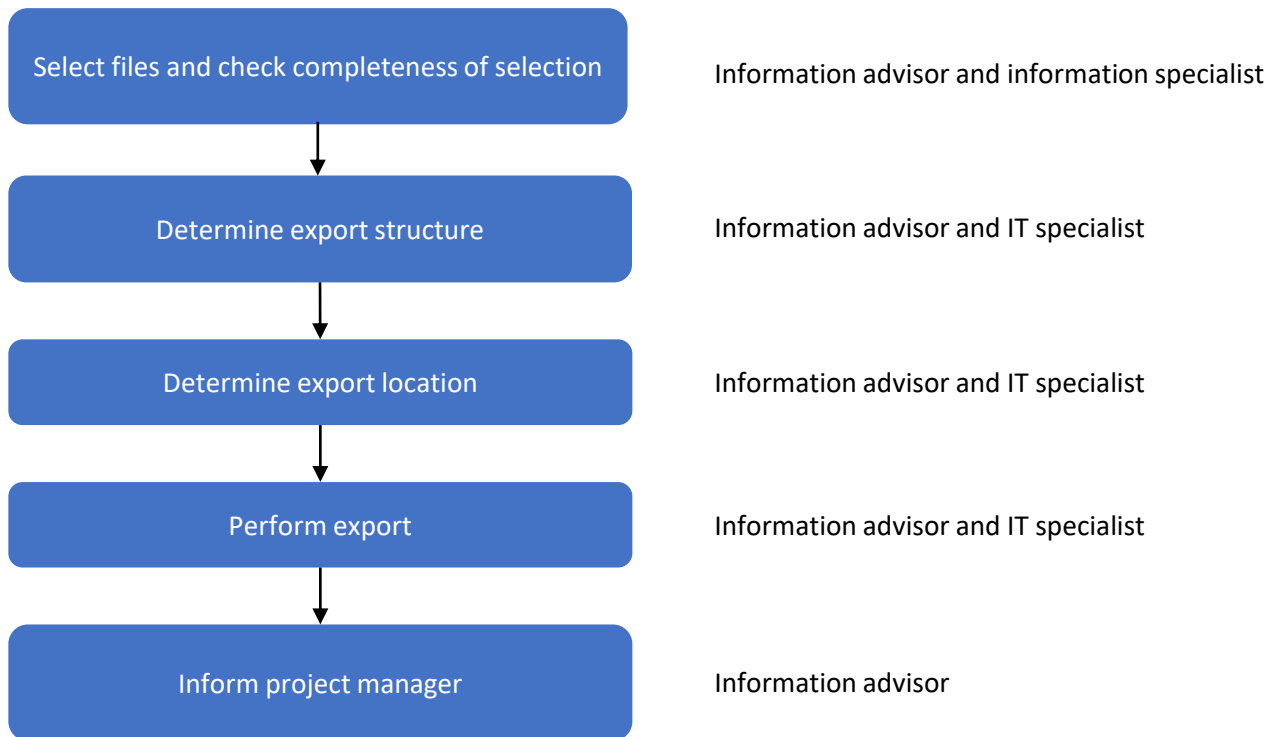
1. Selection and appraisal of digital objects and associated metadata



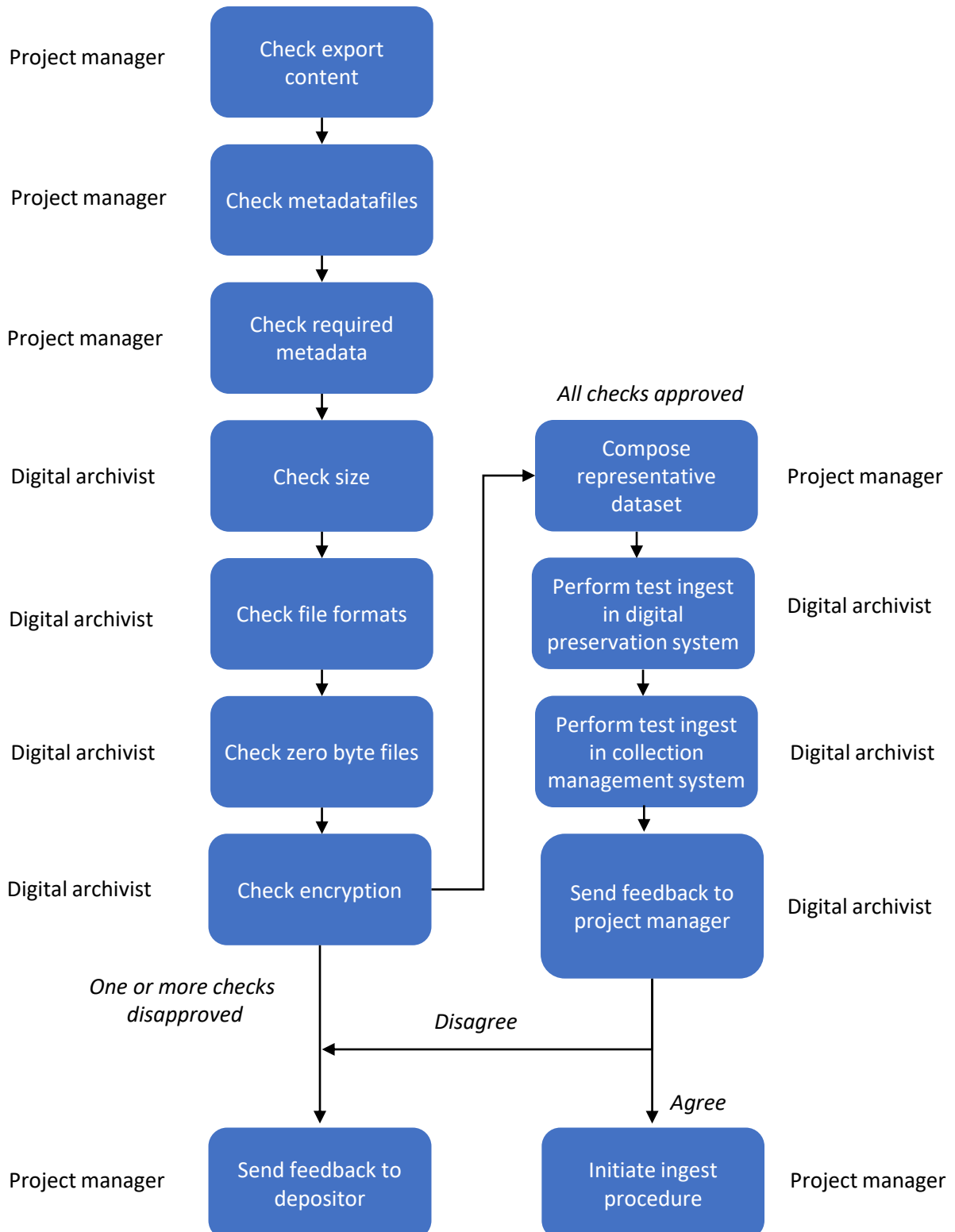
2. Drafting the intake document in preparation of ingesting digital archives into the digital repository



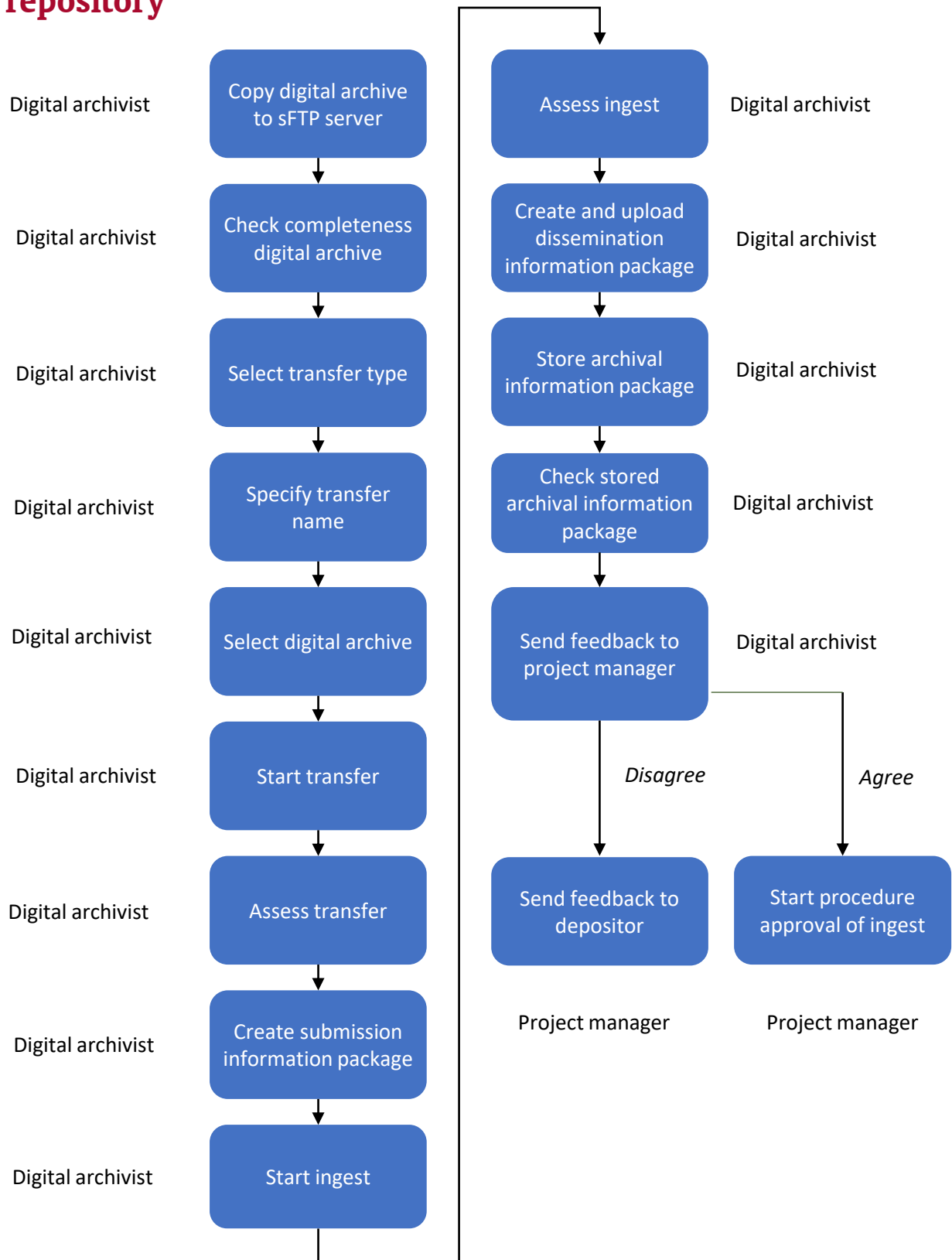
3. Export digital objects and associated metadata from the source system



4. Examine if the export conforms to the transfer requirements and perform a test ingest

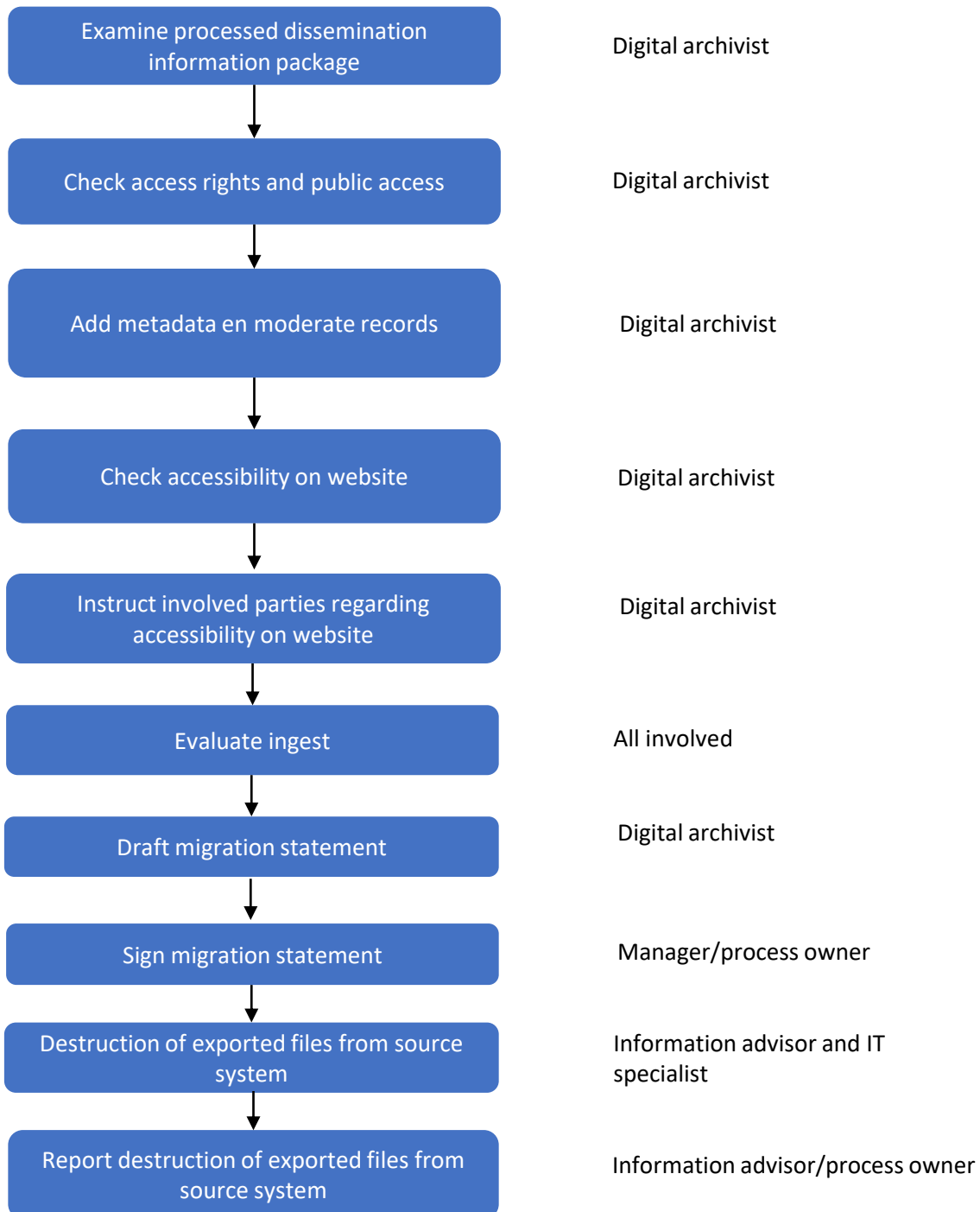


5. Full technical examination of all digital objects and associated metadata and (if positive) ingest into the digital repository



6.

Approving the ingest: examine content, accessibility and availability



7.

Official transfer: completing the ingest of digital archives into the digital repository

The procedure for finalizing the ingest of digital archives, the official transfer, is not described here from a management point of view, but it is the final step of the ingest of digital archives into the digital repository. This is a formal procedure in which the municipal archivist accepts the digital archive into archival custody.