

ELECTRONIC RECORDS TRANSFERS

For detailed instructions, see
<https://archives.ncdcr.gov/government/digital-records/north-carolina-digital-repository/digital-file-transfer-guidelines>

PREP

- Using the Functional Schedule for North Carolina State Agencies, identify your archival records
- Separate your archival from your non-archival files
- Organize your files by record type or item number
- Use good filenaming protocols

TRANSFER

- Contact the records analyst assigned to your agency
- Download the latest version of Bagger
- Bag the archival files, filling in appropriate metadata for each
- Save the bags on an external drive and deliver to the SRC or arrange for FTP
- Submit the State Agency Electronic Records Transfer Form

POST-TRANSFER

- Once SANC has validated your files, delete them from your drive



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES