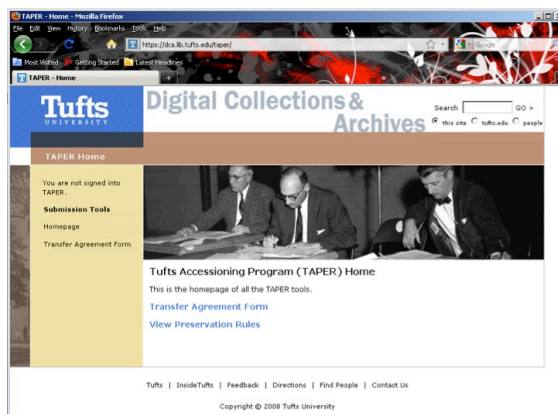




Setting up Tufts University Transfer Agreement Forms *Archivist Guide* September 2011

Introduction

This guide provides archivists with instructions on setting up a transfer agreement form in the submission agreement builder tool. The builder tool code is available at <http://tutaper.svn.sourceforge.net/viewvc/tutaper/>.

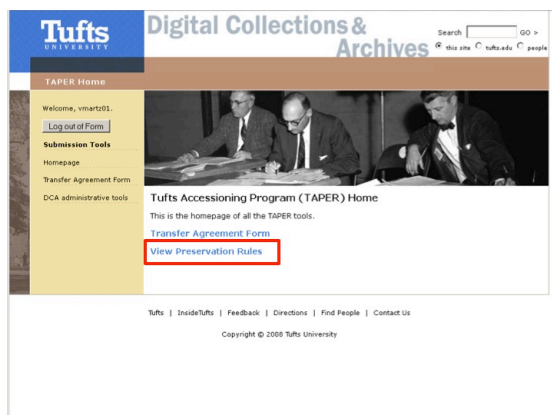


Step 1

This guide provides instructions for archivists to set-up Transfer Agreement Forms for various records producers.

See “The Tufts University Transfer Agreement Form User Guide” for instructions on completing the form from the records producer’s point of view.

See “Finalizing the Tufts University Transfer Agreement Form Archivist Guide” for instructions on finalizing the form and transfer.



Step 2

Before beginning with the instructions on setting up a transfer agreement form, please note the DCA’s Preservation Rules. These rules provide basic information to producers regarding what will be done to preserve their records in a variety of formats. Unlike the bulk of the submission agreement tool, these rules are not behind password protection, and are accessible to anyone who is interested in reviewing them.



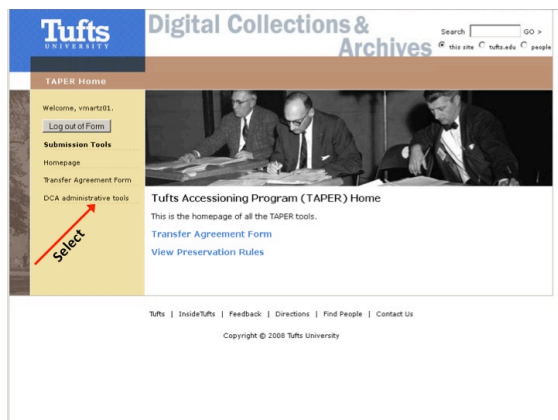
Step 3

Starting the process to create transfer agreement forms.



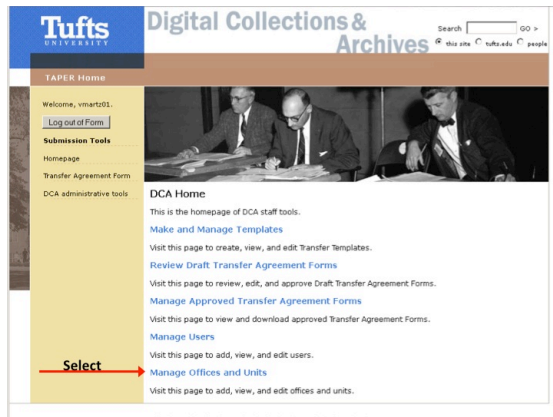
Step 4

To access the Submission Agreement Builder Tool for the creation and management of Transfer Agreement Forms, it is necessary to log in with a Tufts ID. This process allows us to authenticate users and provide appropriate restrictions and levels of confidentiality for access to our accession information. It also makes sure that only authorized personnel complete transfers for an office or donor.



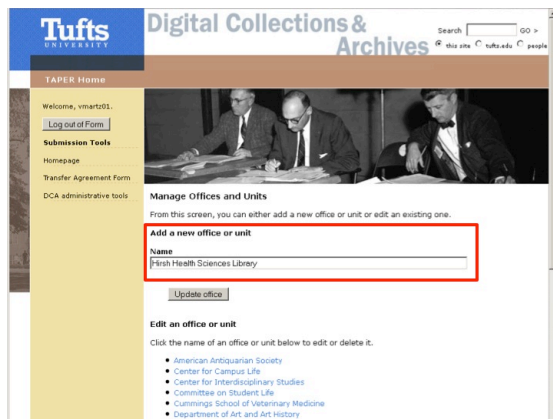
Step 5

Once we are logged in, the first step is to select the administrative tools option from the left hand navigation panel.



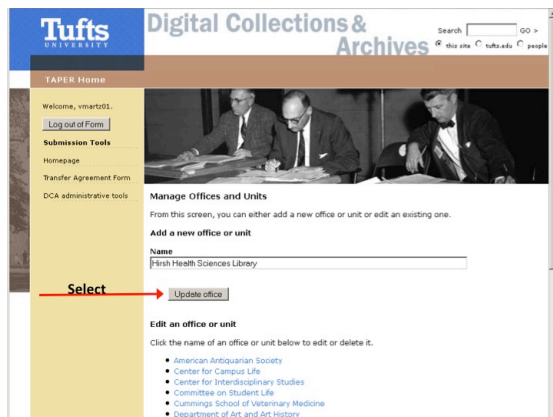
Step 6

First, we select the Manage Offices and Units option to ensure that the office or donor is listed. We have also created a few generic listings for alumni, non-Tufts related donors, and for materials of unknown provenance.



Step 7

If an office does not appear on the list, add a new one by typing in the information.



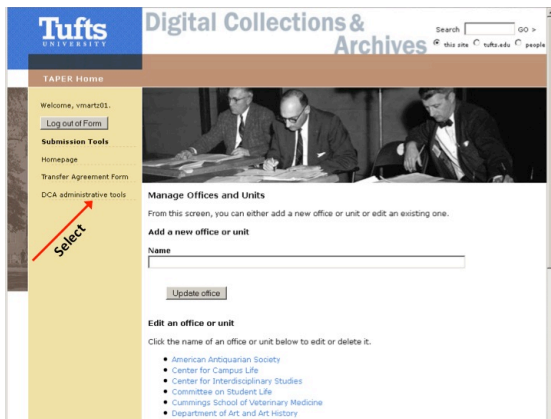
Step 8

Select the "Update office" button.



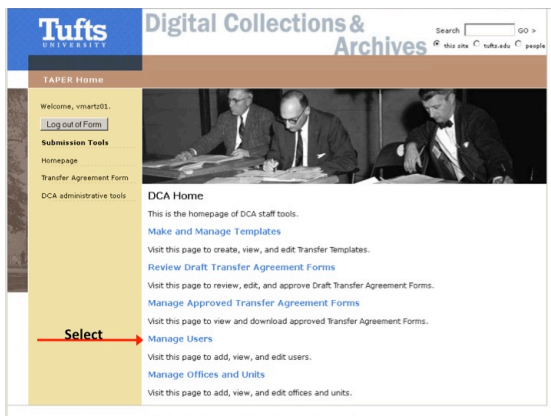
Step 9

The addition is confirmed by the dialog box changing to a green color.



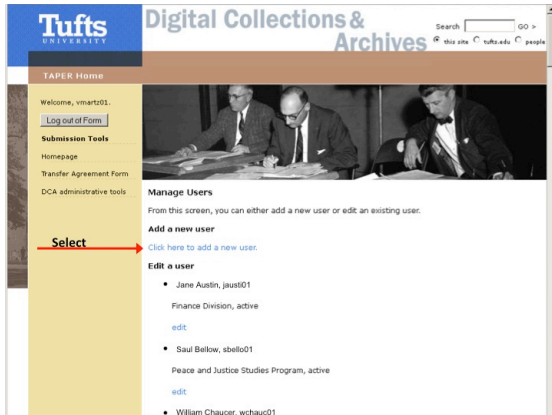
Step 10

Next, return to the administrative tools menu



Step 11

We will now associate authorized users with the office we have created.



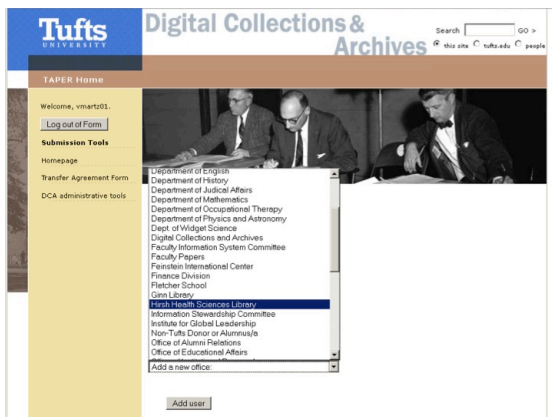
Step 12

If the person submitting records does not already have an entry, select the text to add a new user.



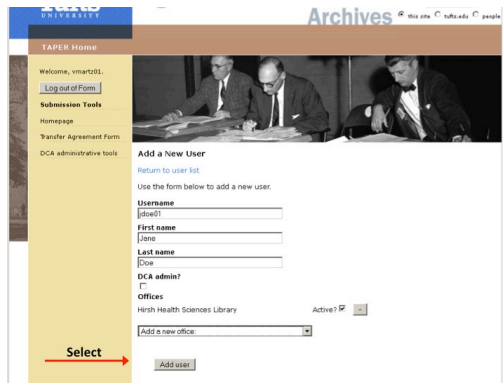
Step 13

Then just fill in the form with the local username and the first name and last name.



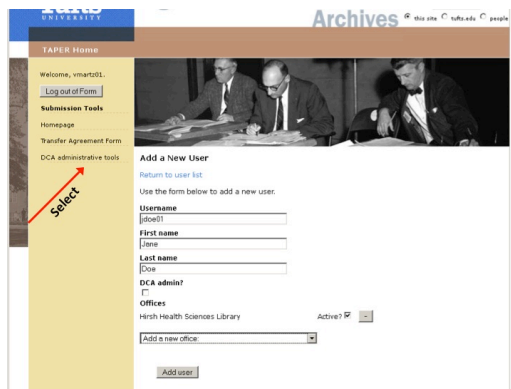
Step 14

And select the associated office from the list in the "Add a new Office box"



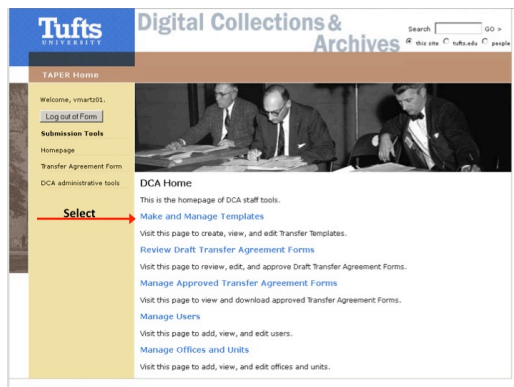
Step 15

And select the “Add user” button.



Step 16

Then return to the Administrative tools menu.



Step 17

Now that we have set up our office and our users, it is time to create a template for our Transfer Agreement Form.



Step 18

From this menu, we can create new templates, or we can edit templates we have made previously. For this demonstration, we will focus on the creation of a new template.



Step 19

The first series of fields we encounter allows us to describe the record creator. This is the person or office responsible for creating the records being transferred. We can also enter a unique identifier for this creator, as well as a contact email address, if applicable. The DCA uses the ID field to associate record creators with Record Context Records (RCRs) that are the basis of our Encoded Archival Context (EAC-CPF) records.



Step 20

While the Name field is required, the ID and email fields are optional.



Welcome, vmart01.
[Log out of Form](#)

Submission Tools
Homepage
Transfer Agreement Form
DCA administrative tools

Create a Transfer Template

[Return to Template list](#)

Use the form below to create a new Transfer Template. Upon creation, it will immediately become available to the Transfer Agreement Form users associated with the template's office.

Records creator records

For each records creator, supply a descriptive name, an ID string, and/or an email address.

Name
ID
Email

Records producer records

For each records producer, supply a descriptive name, an ID string, and/or an email address.

Name
ID
Email

Office

Step 21

Next, we enter information about the Record Producer. This is the person responsible for the transfer of the records. The producer is often different from the record creator. For example, the university president may be responsible for the creator of the records, but it is the administrative assistant who is responsible for the transfer of the records, and thus is the producer. For our templates, the producer corresponds to the users associated with an office or unit.

Name
ID
Email

Records producer records

For each records producer, supply a descriptive name, an ID string, and/or an email address.

Name
ID
Email

Office

- American Antiquarian Society
- Cummings School of Veterinary Medicine
- Department of Art and Art History
- Department of Athletics
- Department of English
- Department of History
- Department of Judicial Affairs
- Department of Mathematics
- Department of Occupational Therapy
- Department of Physics and Astronomy
- Dept. of Widget Science
- Digital Collections and Archives
- Faculty Information System Committee
- Faculty Papers
- Fenstein International Center
- France Division
- Placher School
- Ginn Library
- Hersh Health Sciences Library**
- Information Stewardship Committee
- Institute for Global Leadership
- Academy

[-] Year [-] Month [-] Day

Step 22

The next field ties the information in the template to the office we have added previously.

ID
Email

Records producer records

For each records producer, supply a descriptive name, an ID string, and/or an email address.

Name
ID
Email

Office

Archive endorsement

Record type record

Copyrights

Access

Optional fields

Transfer drop box URL

Activation
[-] Year [-] Month [-] Day

Expiration

Step 23

The Archive Endorsement field can be used as a way of encoding the date on which the archives and the records producer have agreed upon the terms of the transfer. This could be used locally to endorse the date of the template.



ID [PCP00583]
Email []
Records producer records
For each records producer, supply a descriptive name, an ID string, and/or an email address.
Name [Jane Doe]
ID [50001]
Email [jane.doe@tufts.edu]
Office [Harsh Health Sciences Library]
Archive endorsement [2011] [May] [24]
Record type record
Copyrights []
Access []
Optional fields
Transfer drop box URL []
Activation [] [Year] [Month] [Day]
Expiration []

Step 24

The next series of fields allow us to describe what is being transferred and what terms apply to these records. Examples of record types would be correspondence, meeting agendas and minutes, or office files. The copyright field is repeatable in case portions of the records fall under different copyright ownership. The access field is similarly repeatable in case some records has different restriction levels. At the DCA we use the Access field to correspond to our three levels of restriction: Open, Restricted for 20 years, or Restricted for 75 years.

Email [jane.doe@tufts.edu]
Office [Harsh Health Sciences Library]
Archive endorsement [] [Year] [Month] [Day]
Record type record [Correspondence]
Copyrights [Tufts University]
Access [Level 2: Restricted 20 Years]
Optional fields
Transfer drop box URL []
Activation [] [Year] [Month] [Day]
Expiration [] [Year] [Month] [Day]
Retention alert date [] [Year] [Month] [Day]
Warrants to collect [Tufts University Records Policy]
Activity log numbers []

Step 25

The next field allows us to connect the Transfer Agreement Form to an electronic dropbox for the transfer of digital files. This is a key feature of the tool, in that it allows the producer to move directly from providing documentation about the transfer to actually transferring the files.

Email [jane.doe@tufts.edu]
Office [Harsh Health Sciences Library]
Archive endorsement [] [Year] [Month] [Day]
Record type record [Correspondence]
Copyrights [Tufts University]
Access [Level 2: Restricted 20 Years]
Optional fields
Transfer drop box URL []
Activation [] [Year] [Month] [Day]
Expiration [] [Year] [Month] [Day]
Retention alert date [] [Year] [Month] [Day]
Warrants to collect [Tufts University Records Policy]
Activity log numbers []

Step 26

The next section allows for greater description of the both the process and the records. The Activation date provides information on when the form officially goes into use while the expiration date allows for end date to the terms of the agreement. The Retention alert date is available in case you are working with non-permanent records that may have a destruction date. Finally, the “Warrant to collect” field allows us to document the external authorizing statement that allows us to collect these materials. This is a repeatable field in case multiple statutes or statements need to be referenced.



Activity log numbers
[0011206]

Survey report IDs
[0011196]

Step 27

Next, we have built in the capacity to connect this transfer to other documentation. In the case of the DCA, each transfer receives a Records Management Job Number. We can also tie the transfer to any records surveys that might provide additional context for the materials transferred. The Recordkeeping Systems field is not currently in use at the DCA, but we built it for future accessions that we may take out of structured data systems.

General records description
Correspondence compiled from multiple Health Science Library directories.

Step 28

The remaining fields can be used to hard code information about all future accessions or they can be left blank and filled in for each individual transfer. The General Records Description is a free text field. The Format Types is a repeatable field that can be selected in advance although in practice it is often easier to leave this blank and let the producer fill in exactly the types of materials they are transferring. The user interface provides a dropdown menu of options for this field. The arrangement and naming schemes field has a dropbox list in the user interface and can be left blank at this level unless you are sure that all future accessions will be arranged in a particular manner. All records accessioned by the DCA are permanent, so we hardcode this information in to all templates and we use DACS as our descriptive standard. Finally, the Respect de Fonds field ties the accession to a specific collection.

Select → Create this Transfer Template

Step 29

With all of this information in place, we can now select the “Create this Transfer Template” button and the transfer agreement form is in place for use by a producer submitting materials.



The screenshot shows the 'Digital Collections & Archives' page. At the top, there is a search bar and navigation links. Below the header, a navigation menu includes 'TAPER Home', 'You are not signed into TAPER.', 'Submission Tools', 'Homepage', and 'Transfer Agreement Form'. The main content area features a photograph of three men in suits at a table. Below the photo, the text reads: 'Part I: Completed', 'Part II: Available at', and a URL: 'http://youtu.be/joIH27Pcl_4'. At the bottom of the page, there is a footer with links: 'Tufts | Inside-Tufts | Feedback | Directions | Find People | Contact Us' and 'Copyright © 2008 Tufts University'.

Step 30

This completes the process for creating a transfer agreement form.