On-site Data Transfer Documentation
MIT Libraries, Institute Archives & Special Collections

Transfer No.: _____________________________ (YYYYMMDD_#)
Accession No.: __________________________

Does this belong to an existing collection? Yes □ No □ Collection No.: __________________
Is there a gift agreement? Yes □ No □
Is this an administrative collection? Yes □ No □

Processor(s):__________________________________________
Individual(s) with access to computers/devices: ________________________________

Location of transfer: _____________________________ Date of transfer: _______________
Time begun: _____________________ ended: _____________________
Temporary location (transfer devices): ____________________________________________
   Make/Model: ________________________________________________
   Barcode/ID No.: ____________________________________________

Approximate extent of digital content: ______________________________________________

Did you take images of hardware and storage/transfer devices? Yes □ No □

If so, please number the devices in the photos and include each number associated with the device on its copy of page 4 of this form.

Names of folder(s) on transfer devices:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Scope & Content/Appraisal Actions

Description of acquisition:

Files not transferred due to being out of scope of acquisition (check all that apply):

- [ ] Personal finance/medical/family-related files
- [ ] Files not made by collection’s creator
- [ ] Commercial or other music/movies/books/images
- [ ] Duplicate files

Others/Notes:

Describe the relationship between the digital and print records of this hybrid collection (how much content overlap, etc.)
Initial Processing

*Programs run on-site (check all that apply):*

- [ ] Virus scan
  
  Notes:

- [ ] Karen’s Directory Printer
  
  Notes:

- [ ] FTK Imager
  
  Notes:

- [ ] Droid
  
  Notes:

- [ ] Data Accessioner
  
  Notes:
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Hardware/storage devices information (Print multiple copies for multiple devices)

Device No. (as appears in photos, if taken): ______________________
Manufacturer: _____________________________ Operating System: ___________________________
ID Number/Tag: ____________________________

Custodial History/Span of Use

When was machine purchased, if known? ________________________________________________
Or, when did the Donor first start to use the machine? __________________________________
When was it last used? _____________________ Where was it last used? ______________________
Date range of files (bulk & full): ______________________________________________________

Usernames and passwords

Computer/device account(s): __________________________________________________________

Email account(s): ___________________________________________________________________

Dropbox: ________________________________________________________________________
Google Drive: _____________________________________________________________________
iTunes/eBook readers: _____________________________________________________________
Evernote: _______________________________________________________________________
Others/Notes: ____________________________________________________________________

On Site Data Transfer, 1st draft (11/29/12); 2nd draft (12/20/12). –ACM