

WASHINGTON STATE ARCHIVES, DIGITAL ARCHIVES (WADA)
TRANSFER INFORMATION PLAN (TIP)

PARTNER: _____

Section A – Records Identification

1. Please provide the following (attach additional pages if necessary):

a. Record Series: _____

b. Disposition Authority Number (DAN): _____

c. Inclusive Dates: _____

d. Please provide a brief description of the records in this series:

e. All unrestricted records transferred to the WADA are subject to display on the Digital Archives website. Please identify and cite any statutory restrictions on public access to these records, as well as your agency's access policies to these records:

f. At any point have these records been outside of the legal custody of the agency? If so, describe the chain of custody, including any gaps:

Section B – Security, Connectivity, and Data/Metadata

1. Transfer of the records does not substitute for disaster recovery or normal backup. In order to maintain search ability, the WADA converts the data we receive into a format that is easily accepted by our database. Often this involves converting part or the entire schema into an XML format. The Partner cannot recover copies of these records from the WADA in their original format, nor can the WADA provide an export of these records to assist the Partner with data recovery.

2. What is the *estimated* size of the initial records transfer?
(i.e. Total volume and number of files—for example, 100 MB, 100 files)

3. How will the initial records be transferred to the Digital Archives? (For large record series, the WADA can provide a USB hard drive).

Hard Drive SFTP (Secure File Transfer Protocol) Other _____

Note: The WADA reserves the right to request a second data capture if the initial capture fails.

4. How will subsequent records from the same series be transferred to the WADA? Please note that all subsequent transfers over 700 MB need to use SFTP.

Note: The Partner will be assigned a secure user ID/password combination and provided with the necessary software.

SFTP (preferred) Other _____

5. How often will additional records for this series be transferred to the WADA?

Daily Weekly Monthly Annually Other _____

6. What is the IP address of the computer from which you will transfer your records?
(You can find your IP address by visiting <http://www.whatismyip.com/>)

7. What format will the Partner use to transfer the records? (i.e. Comma delimited, Access, dBase, RBase, XML) Please identify the software version used. Will it be a complete copy of the database or an extract query? (*Pipe delimited, extract query is preferred*)

8. The Partner must provide all decryption keys and/or passwords for their data. For security reasons we prefer that this information be conveyed by phone. Please provide a contact name and phone number for this information.

9. What search fields do you use to access this data?

Note: Partners may be required to submit sample records to the WADA for beta testing before we transfer their records. Samples will be submitted by e-mail attachment or on a CD or a DVD, as arranged with the WADA.

SAMPLE

Section C – Partner Contacts

Primary partner contact: The agency's Records Officer will be the primary contact and will coordinate all communication between WADA and other partner contacts

Name: _____

Title: _____

E-Mail: _____

Phone: _____

Secondary partner contact

Name: _____

Title: _____

E-Mail: _____

Phone: _____

Partner contact for e-commerce revenue submissions (payment transfers to Partner) and for order fulfillment requests (e-commerce transactions)

Name: _____

Title: _____

E-Mail: _____

Mailing Address: _____
(Please Print)

Phone: _____

Partner contact for IT issues (i.e. file formats, electronic recording systems)

Name: _____

Title: _____

E-Mail: _____

Phone: _____

Section D – Image Formats

1. All images may be displayed and searchable except those containing information that is statutorily exempt or determined to contain sensitive information.
 - a. Will the images for this record series be restricted?
 Yes No
 - b. Do the images contain sensitive information that should be restricted?
 Yes No

If Yes to either question, please explain in Section A, # 1e.

Note: All images will be converted to the best possible viewing format. A copy of the original image will be kept in addition to the converted copy.

Note: In order to maintain original database structure for search ability, the WADA can preserve the data schema and also convert to XML. Any other type of data will be converted (assuming the data/image will be displayed on the web) for web display – original file will be preserved as well.

Section E – E Commerce and Fees

1. The Partner will determine what records require a charge for an official (certified) copy and whether or not shopping basket functionality is needed.

- a. Unofficial Copies

| COPY FEE | AMOUNT | AUTHORIZING LEGISLATION |
|----------|--------|-------------------------|
| | | |
| | | |

- b. Certified Copies

Does this records series have authorized fees for certified copies?

Yes No

| COPY FEE | AMOUNT | AUTHORIZING LEGISLATION |
|-------------------|--------|-------------------------|
| | | |
| | | |
| CERTIFICATION FEE | AMOUNT | AUTHORIZING LEGISLATION |
| | | |
| | | |

Note: OSOS will determine any additional fees to be added and the appropriate account codes associated with online transactions to cover the administrative cost of the transactions.

Note: OSOS will offer a shopping basket e-commerce system on the WADA web interface page. OSOS will receive the money via credit card for items ordered online and all revenue transactions will be entered immediately into the OSOS Revenue system.

Note: OSOS will transmit an order form to the Partner for fulfillment of the order. This order will be sent to the order contact listed in Attachment C. It is recommended that an email group be created to prevent orders being missed when one person is out of the office for an extended time. Partners will be responsible for notifying the WADA when an order has been fulfilled. OSOS will transmit funds to the appropriate Partner for orders received the previous month.