

Transferring Digital Records

**Finance and Treasury Board
Provincial Archives of New Brunswick
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Introduction

Digital records, just like their physical counterparts, need to be transferred to the Provincial Archives of New Brunswick (PANB) if they have long-term historical or legal value, and are no longer required for ongoing business. This guide is intended to provide Public Bodies with step-by-step instructions on how to transfer their digital records to PANB.

Initial steps

Records transferred to the Provincial Archives must fall under an approved records retention schedule. Retention schedules identify, among other things:

- What the records are
- Their final disposition (whether they ultimately should be disposed of, or sent to the Archives)
- Their final disposition date (how long they should be kept by their originating Body)

The first step in transferring material to the Archives is for the Public Body to determine which retention schedule(s) their records fall under and confirm they have reached the end of their lifecycle and are therefore eligible to be transferred. If you're unfamiliar with your organization's records retention schedules, or unsure which schedule to apply to a particular set of records, please consult your Records Manager.¹

Once you have confirmed that the records should be sent to the Provincial Archives, to prepare them for transfer:

- Identify and gather the records which have reached their final disposition date
- If your digital records are held in an EDRMS (Electronic Document and Records Management System), export any associated metadata from the system and include it with your transfer
- Be sure to remove any password-protection or encryption from your files, to ensure their future accessibility
- Contact the [Provincial Archives](#) to notify them you have records to transfer, and let them know which retention schedule(s) they fall under.
- Obtain an accession number – PANB will provide you with an accession number corresponding to each retention schedule. These numbers include the letter 'R',

¹ If you're not sure who your Records Manager is, please contact the [Corporate Information Management unit](#).

followed by the year and a sequential number (e.g., R2023.101). Accession numbers are used by the archives to uniquely identify each transfer sent to them.

- We ask that you create a folder for each accession number you're given and move the appropriate records into that folder. This ensures it is clear which files are associated with each transfer.

Generating an inventory of your records

When Public Bodies send physical files to the Records Centre, they're required to provide a list of the files in each box, to ensure there is a record of everything that has been transferred. Transfers of digital records require a similar list. Please provide a spreadsheet inventory listing the files being sent, along with their checksums.²

These inventories can be quickly and easily generated using a program called DROID (Digital Records Object Identification). Below you will find instructions on how to initially configure DROID, and how to use it to generate an inventory of your digital records.

Downloading and configuring DROID

1. Download the latest version of DROID [here](#)

Current version

DROID 6.5 onwards provides two download options for users. The first is embedded with Java OpenJDK 11 for Windows users and does not require Java to be installed to run. The second can be run on any system with Java 8 to 11 installed.

DROID 6.6.1 is a minor update to DROID 6.6.0, that fixes a bug in the no-profile mode output and hash column. DROID 6.6.1 also updates the internal logging library to the latest version available at the time of release.

[Download the current version of DROID \(Windows only, contains embedded Java\) v6.6.1 \(ZIP, 83.7MB\).](#)

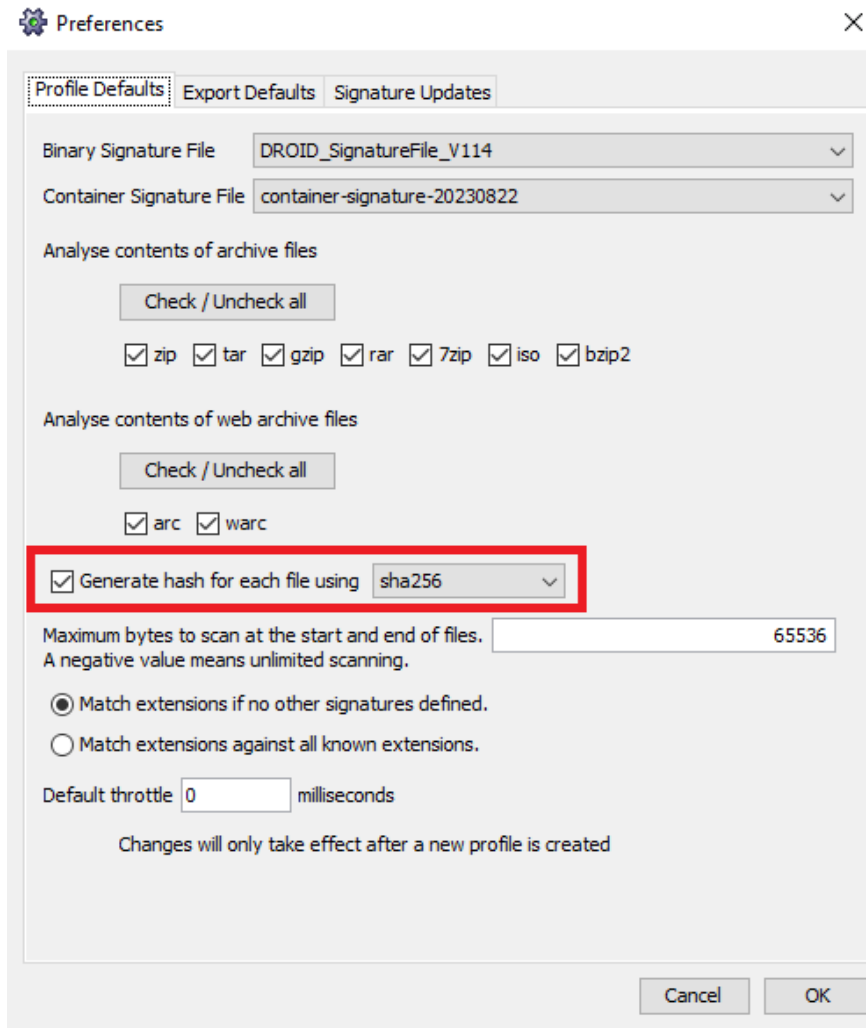
SHA256: 253191ac1c57912f38fbff5f74c06fb53f9f6d047eb90dc6874cfd5d0dc7e1e1

MD5: d2948ed28478e3884c3ac2eef5969acf

2. Right click the ZIP file you've just downloaded, and select **Extract all**
3. In the folder that you've just extracted, start DROID by double clicking on the file **droid.bat**

² Fingerprint-like strings of numbers and letters, that help PANB prove the digital records' authenticity, and determine whether any have been corrupted during the transfer process.

4. Once DROID has opened, under the menu along the top, click **Tools > Check for signature updates**. Once it has finished updating, click **OK**.
5. Next, under **Tools > Preferences**, check the box **Generate hash for each file**, and select **sha256**. Click **OK**.

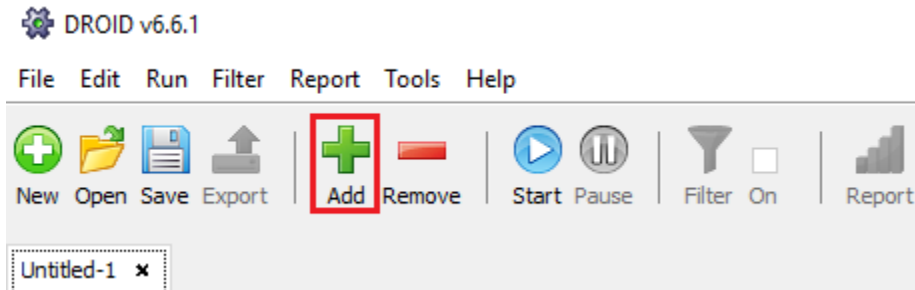


6. Before using DROID to generate any inventories, exit and then re-open the program to apply the above changes to your settings

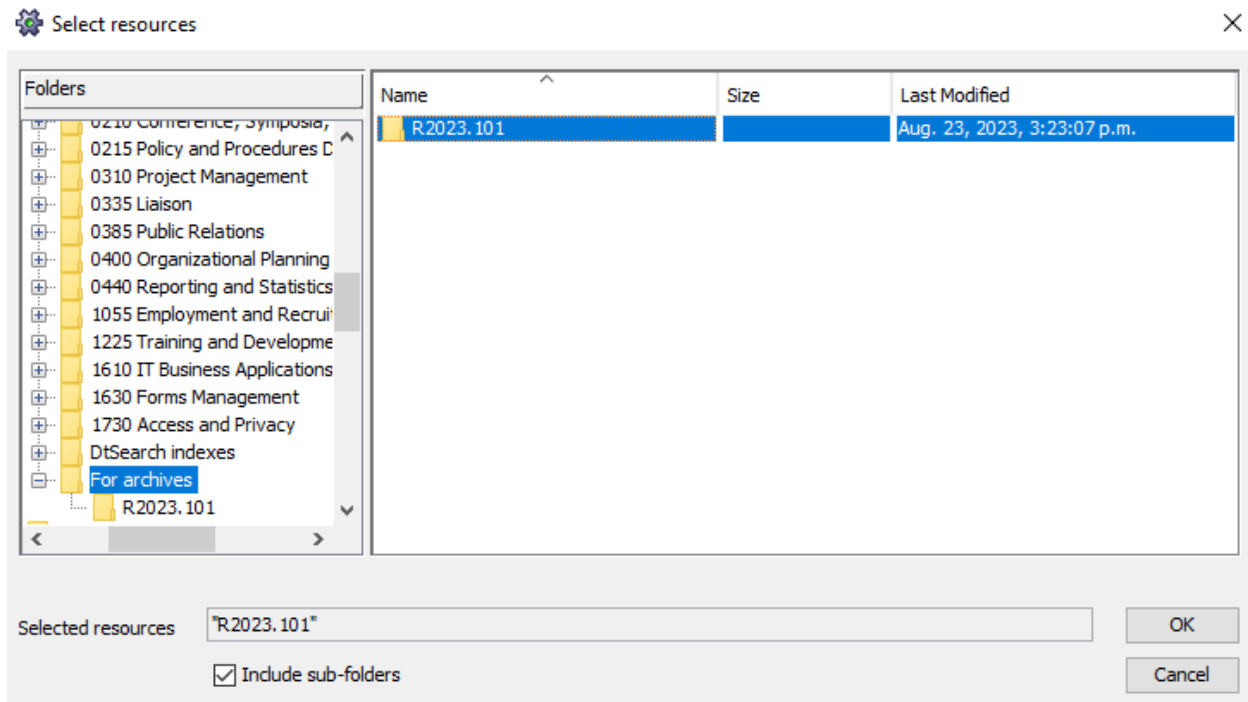
Using DROID to create an inventory

If you are transferring records under multiple retention schedules, you will need to generate a separate inventory for each schedule involved.

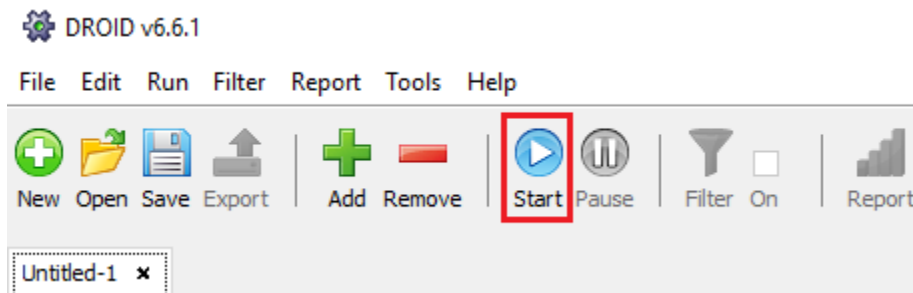
1. Click the **Add** button



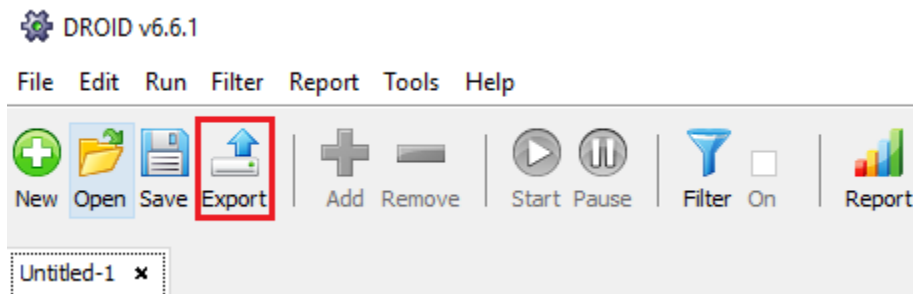
2. Select the folder that holds the records to be inventoried (e.g., R2023.101) and click **OK**



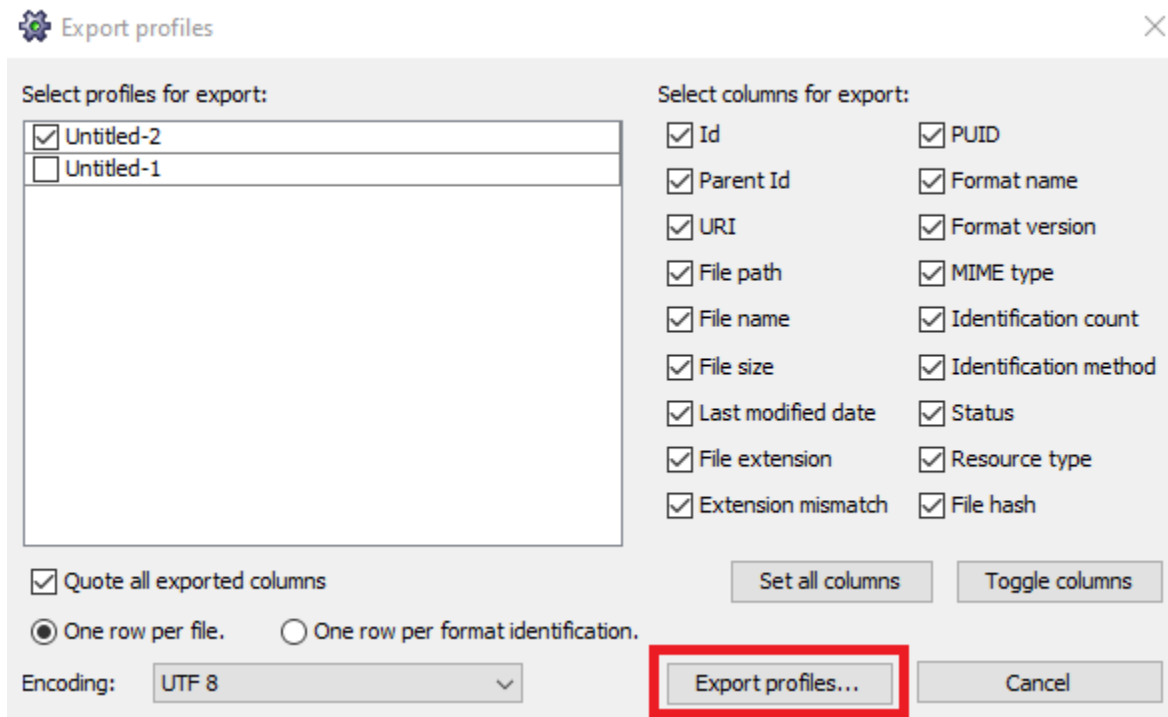
3. Click the **Start** button. DROID's progress will be displayed on a blue bar along the bottom of the screen. This may take some time, depending on the amount and size of the files involved.



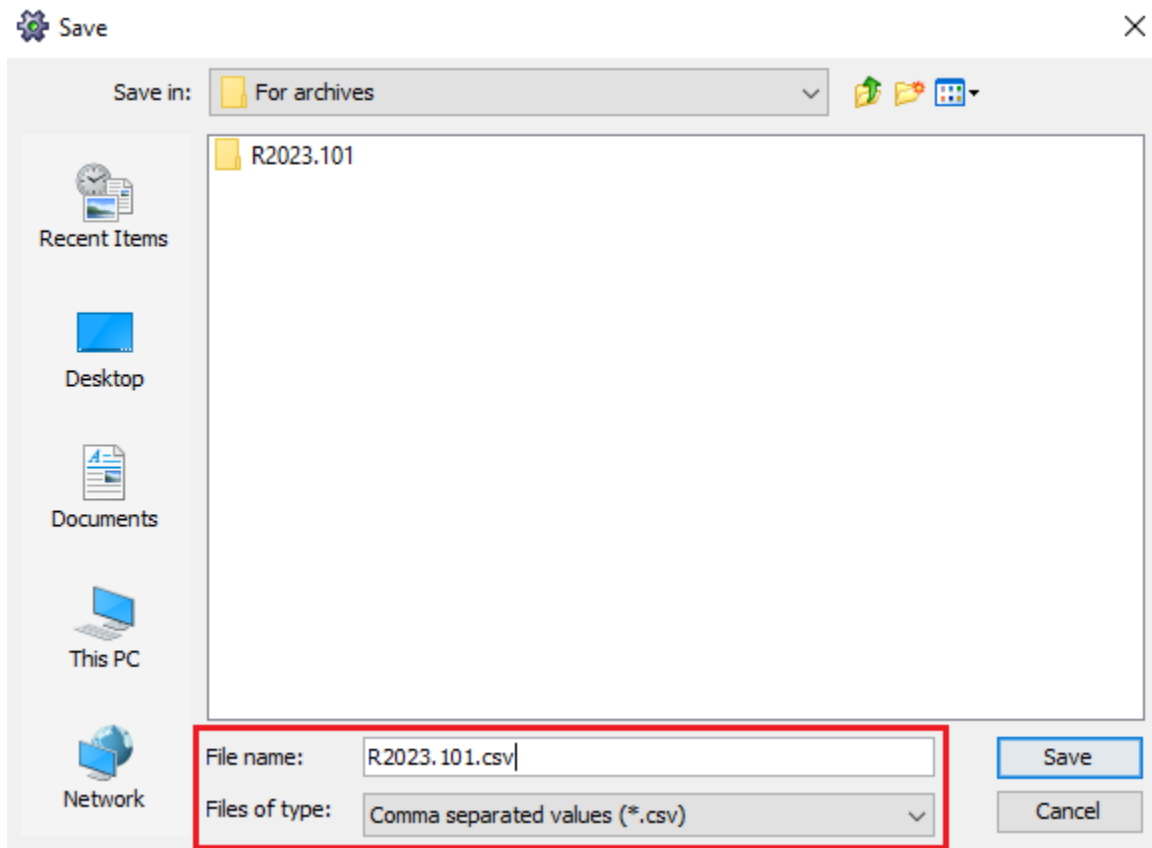
4. After it's finished, click the **Export** button.



5. If more than one profile appears in the list on the left side of the window, select only the most recent one. Click **Export profiles**.



6. Under **Files of Type**, be sure to select **Comma separated values (CSV)**. Name the file using the accession number you've been provided with and save it alongside the folder of material to be transferred to the archives.



Transferring your records

There are two options for transferring digital records into the custody of the Provincial Archives:

- A network transfer via Blackberry Workspaces (a secure file transfer service managed by Service New Brunswick), or
- Via portable media, like a USB flash drive, or external hard drive

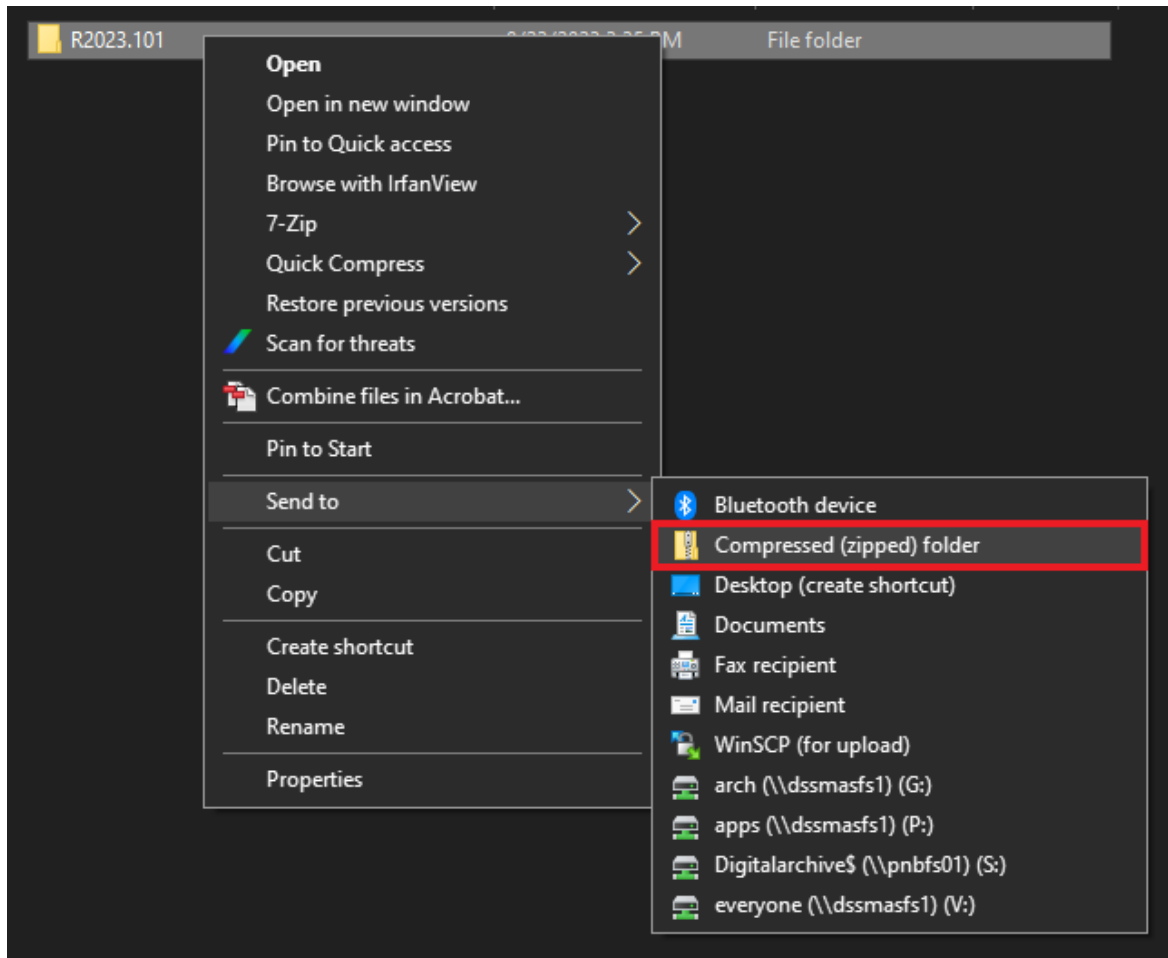
Blackberry Workspaces is limited to transfers of 100GB or less. This is PANB's preferred method for transfers under that size.

Option 1: Blackberry Workspaces

'Zipping' the files

Before transferring your files via Workspaces, the folder they're in should be zipped to help avoid issues associated with transferring large numbers of files via the service

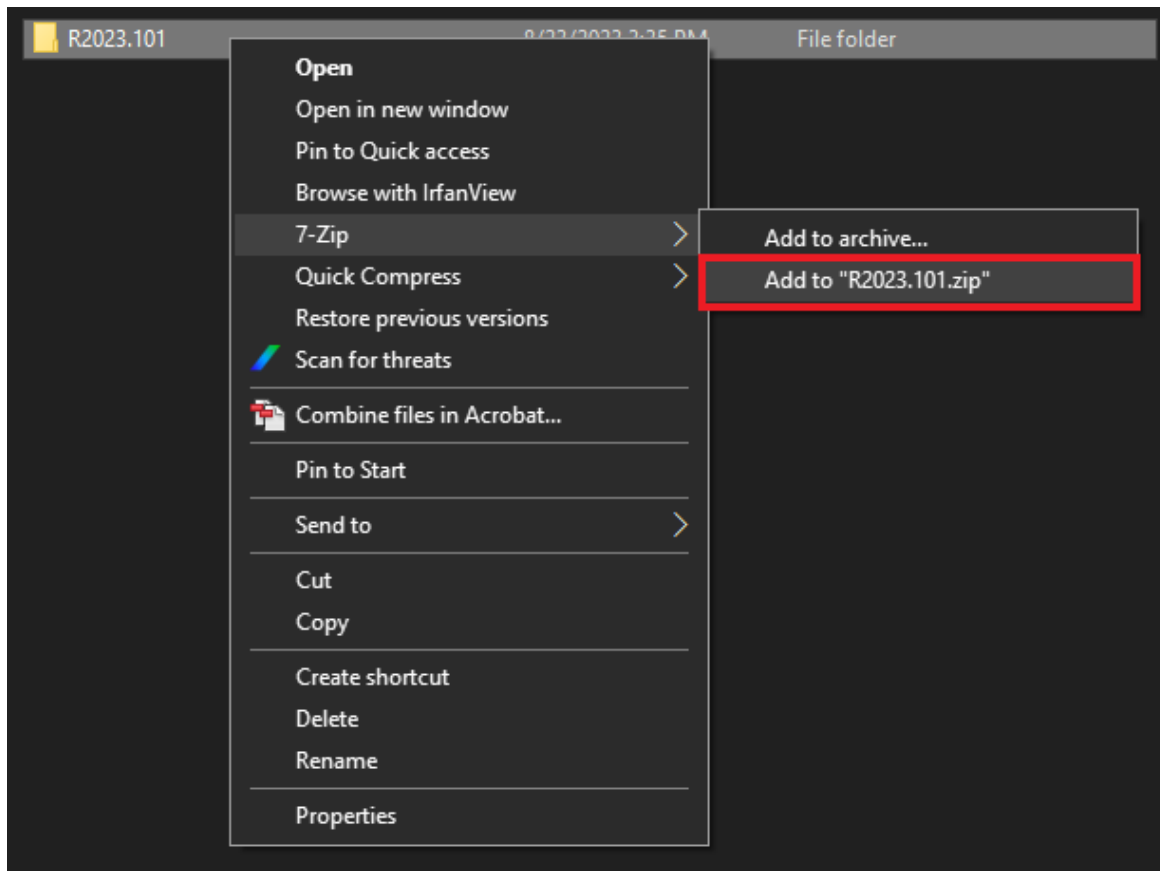
Right-click the top-most folder and select **Send to > Compressed (zipped) folder**. This process may take a few minutes.



Two potential errors to be aware of are:

- If nothing happens when you click Send to > Compressed (zipped) folder, it may be that the folder includes file paths longer than 260 characters, the maximum length allowed by Windows.
- If any filenames contain certain characters, you may receive an error regarding 'characters that cannot be used in a compressed folder'.

If you encounter either of the above issues, contact your IT service provider (for Part 1 and Part 3 - [Service New Brunswick](#)) to request that an application called [7-Zip](#) be installed for you. Once installed, zip the folder by right-clicking it and selecting **7-Zip > Add to <FolderName>.zip**.



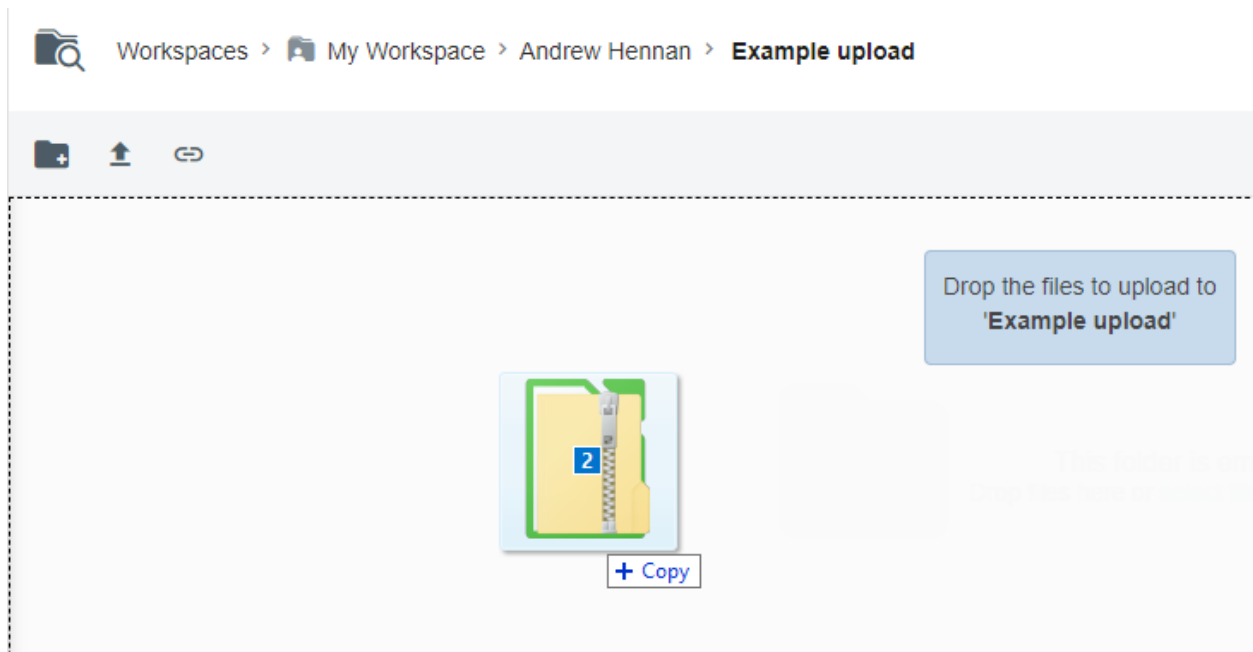
Transferring the files

PANB will provide you with a link to access a folder in Blackberry Workspaces.

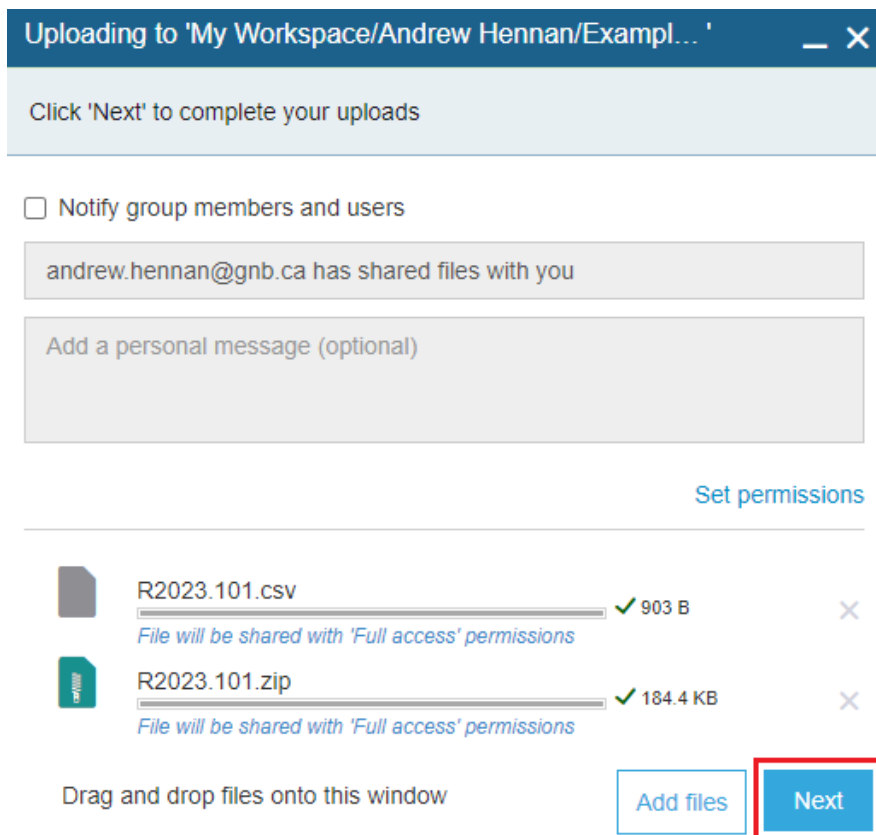
1. Sign in by entering your GNB email address (users without GNB emails will be prompted to create an account after entering their address).

A screenshot of the Blackberry Workspaces sign-in page. The page features the New Brunswick logo in the top left corner. In the top right corner, there is a language selector set to 'English (US)'. Below the logo, there is an email input field containing the text 'youremail@gnb.ca'. At the bottom left, there is a checkbox labeled 'Stay signed in. This is a private computer.' and a blue 'Sign in' button on the right.

2. Drag and drop both your zipped folder and accompanying CSV inventory to upload them to Workspaces.



3. When the upload is complete, click **Next**



4. Contact PANB and notify them that the files have been uploaded.

Once the Provincial Archives has received the files, staff will compare them to the accompanying inventory, to ensure no records were lost or corrupted during the transfer. If there is an issue with the files, they may need to be transferred again.

Note: Please be sure not to delete any records from your system, until you've received confirmation from PANB that all files were transferred successfully.

Option 2: Portable media

It may sometimes be necessary to use portable media to transfer digital records and their accompanying inventory – particularly for larger transfers.

To arrange a transfer via portable media, please contact PANB.