

Digital Records Donation Transfer Policy

University of Wyoming

American Heritage Center Policy

Approved by:

Version 1.0

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I. Purpose

The American Heritage Center recognizes the need to establish parameters for the secure transfer of digital records from donors to the archives. The Digital Records Transfer Policy describes and broadly identifies acceptable transfer methods.

II. Definitions

Crawl: A web archiving (or "**capture**") operation that is conducted by an automated agent, called a **crawler**, a robot, or a spider. Crawls identify materials on the live web that belong in your collections, based upon your choice of **seeds** and scope. *Crawl* can also reference the archived content associated with the action. <https://support.archive-it.org/hc/en-us/articles/208111686-Glossary-of-Archive-It-and-Web-Archiving-Terms>

III. Policy

When working with donors who have digital records, employees of the AHC will accept the transfer of digital records in the following methods:

- External devices (e.g. hard drives, USBs, or CDs)
- File sharing or transfer platforms (e.g. Dropbox or Google Drive)
- Email
 - o When attachments are limited in number and meet the file size limit of the University's email service.
 - o This method is not to be used when the records to be transferred are the emails themselves. These must be exported from the email service prior to transfer to the AHC.
- Website crawls via Archive-It

Upon consultation with the Digital Archivist, other methods may be chosen.

To protect both the donors and the AHC, the archives will not capture digital materials that require a password to access the records, unless the records are transferred by the donor to a designated site where the AHC has password-access. The archives will likewise not accept unlimited access to non-AHC password-protected sites and accounts to download records.

Archivists at the AHC may evaluate available resources to actively pursue identification, capture, and scheduling of records transfer, but are not expected to do so. Normal practice is that donors will initiate the transfer process by notifying and then specifically designating which digital records are to be given to the archives.

IV. Applicability

The Policy applies to all employees of the AHC.

V. Review

This Policy is reviewed biennially on a calendar-year basis to meet the developing needs and new requirements of born digital records transferred to the AHC.