

Digital transfer management plan agreement

The following is agreed to by *[the transferring organisation]* and Archives New Zealand:

The digital transfer process is a collaborative effort between Archives New Zealand and *[the transferring organisation]* (or their delegate or consultant).

The *[transferring organisation]* is:

- to ensure that the digital information and records (digital records) proposed for transfer meet the eligibility characteristics specified by Archives New Zealand;
- to ensure the digital records to be transferred are prepared according to Archives New Zealand's specifications;
- responsible for the purchase/organisation/supply of the human resources required for a digital transfer preparation (for example, staff available to analyse, extract or copy the digital records and their accompanying metadata for transfer);
- to ensure the continuity of staffing (or manage handover to replacement staff) over the duration of the digital transfer;
- responsible for arranging, paying for and coordinating the safe transport of the digital records to Archives New Zealand;
- to sign a 'Transfer Agreement' before the digital records are accepted into the custody of Archives New Zealand;
- if required, to sign an 'Access Authority' before the digital records are accepted into the custody of Archives New Zealand; and
- not to destroy any copies of the digital records held in-house until the transfer has been fully processed and officially signed-off.

Archives New Zealand is:

- to provide advice and guidance to *[the transferring organisation]* throughout the digital transfer process;
- to ensure a 'Transfer Agreement' (signed by *[the transferring organisation]*) has been received and signed before the digital records are accepted into Archives New Zealand's custody;
- if required, to ensure a 'Access Authority' (signed by *[the transferring organisation]*) has been received before the digital records are accepted into the custody of Archives New Zealand; and
- to ensure continuity of staffing (or manage handover to replacement staff) over the duration of the transfer process.

Time Frames

Based on information available, this transfer is expected to be completed by:

Date

[The transferring organisation] and Archives New Zealand will keep each other informed of factors which might affect this timing and update the estimated completion date if necessary. The timeframes above are indicative only and Archives New Zealand is not responsible for any losses that may occur resulting from the timeframes not being met.

Signed by [the transferring organisation]	Signed by Archives New Zealand
Name of authorised signatory:	Name of authorised signatory:
Position:	Position:
Signature:	Signature:
Date:	Date: