

APPENDIX I: Transfer Checklist

6.1	Entrance Specifications have been reviewed.	
6.2	Mode / method of transfer has been identified.	
6.2.1	Unpublished IREV have been identified using disposition authorization instrument; applicable specific clauses have been identified/specified.	
6.2.2	Inventory (i.e., finding aid) of unpublished IREV has been created.	
	For transfers of digital unpublished IREV, structured inventory of metadata has been created.	
DIRECT TRANSFER		
6.2.3	The <i>Advance Notification of Direct Transfer of Government Unpublished Information Resources of Enduring Value to Library and Archives Canada</i> form has been completed and submitted electronically* to the LAC Contact Centre, along with corresponding finding aids.	
	*If the finding aid contains classified information or is designated above "Protected B", a hard copy or an electronic copy on secure portable storage devices has been submitted.	
	For transfers of digital unpublished IREV, <i>Digital Transfer Assessment Form</i> has been completed and submitted.	
6.2.4	LAC has been informed if transfer requires specialized attention.	
	Results from verification process have been received from LAC.	
6.2.5	If required, final modifications have been made to transfer contents and inventory.	
	Approval has been received from LAC to proceed with transfer.	
6.2.6	Unpublished IREV have been segregated according to media type.	
	For digital unpublished IREV: <ul style="list-style-type: none"> • File formats conform to LAC guidelines • Portable storage devices are LAC-approved and inventoried • A means of decryption is provided for encrypted portable storage devices • Individual files are unencrypted • A password is provided for password-protected material • Records are free of self-updating macros and fields • A MD5 checksum value has been created • Records are otherwise readable • Virus check has been completed 	
	For non-textual media types, LAC has been contacted for further instructions on packing the IREV for transfer.	
	All remaining unpublished IREV have been placed in the correct LAC-approved containers, and properly labelled.	
6.3	Transfer has been scheduled in consultation with LAC. Date, time, location and method of transfer have been determined.	
6.4	Acknowledgement letter has been received from LAC.	
	Transfer-related / pertinent archival reference numbers have been captured.	
	For digital transfers, permission has been received from LAC to delete digital objects and some of the associated metadata of e-copies from the system. Deletion has been executed.	
	Disposition action has been documented.	