Digital Transfer Step-by-Step
Preparing and transferring digital records to PROV

Elise Bradshaw | Records Management Network| 17 October 2018
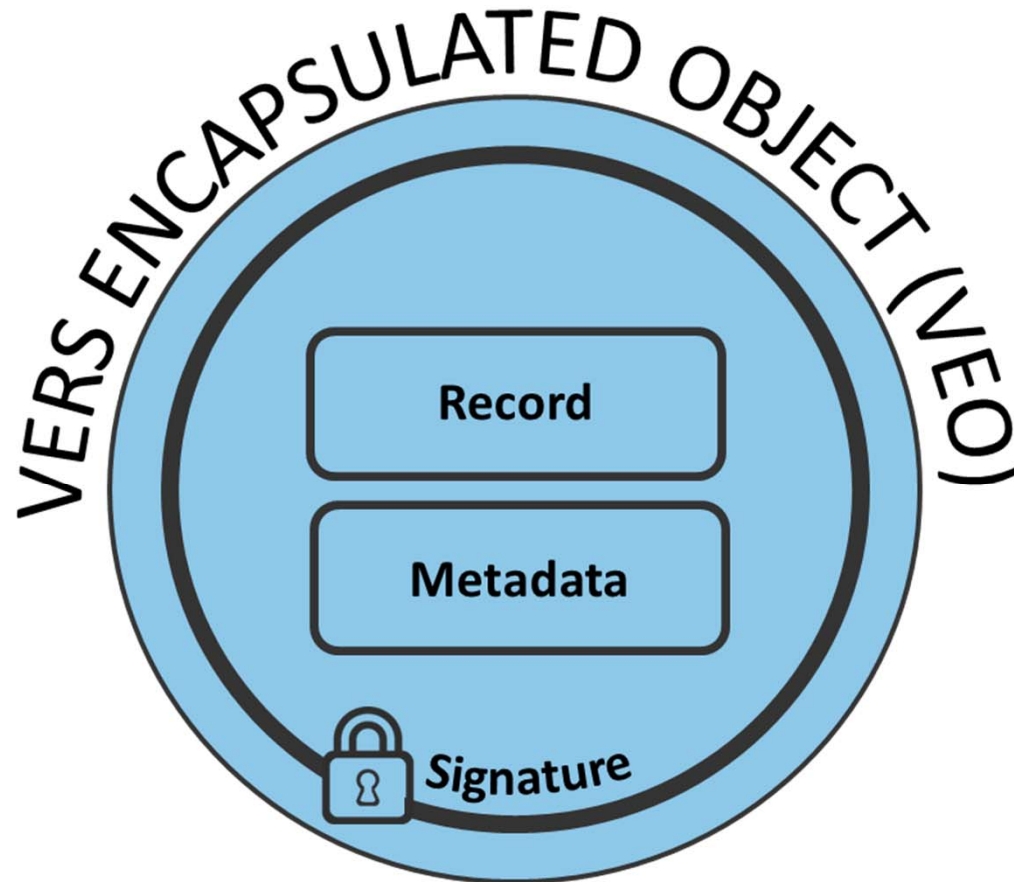
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Digital records are transferred as VEOs

VEOs = VERS Encapsulated Objects

Victoria's long-term format for digital records

Records in an approved long-term preservation format are encapsulated along with contextual information (**metadata**) and signed using digital **signature** to ensure integrity

Representation of a VEO

VERS ENCAPSULATED OBJECT (VEO)

Record

Metadata

Signature

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Types of VEOs

PROV currently supports two types of VEOs:

Type	Supporting Standard	Description
VERSION 2	VERS 2 Standard: *PROS 99/007 Management of Electronic Records Standard*	- VEO expressed in XML - Specific VERS metadata - Supports only two levels – files and records
VERSION 3 (neoVEO)	VERS 3 Standard: *PROS 15/03 Standard for the encapsulation of digital information*	- VEOS expressed as a .ZIP file - Metadata can be in AGLS or AS/NZS 5478 - Supports multi-level, hierarchical record structures

Steps to digital transfer

1. Confirm records are eligible for transfer
2. Investigate options for generating VERS Encapsulated Objects (VEOs)
3. Submit transfer proposal to PROV
4. Identify and describe the record series
5. Finalise access arrangements
6. Generate compliant VEOs
7. Prepare VEOs for delivery to PROV
8. Deliver VEOs to PROV
9. Resubmit any VEOs found to have errors
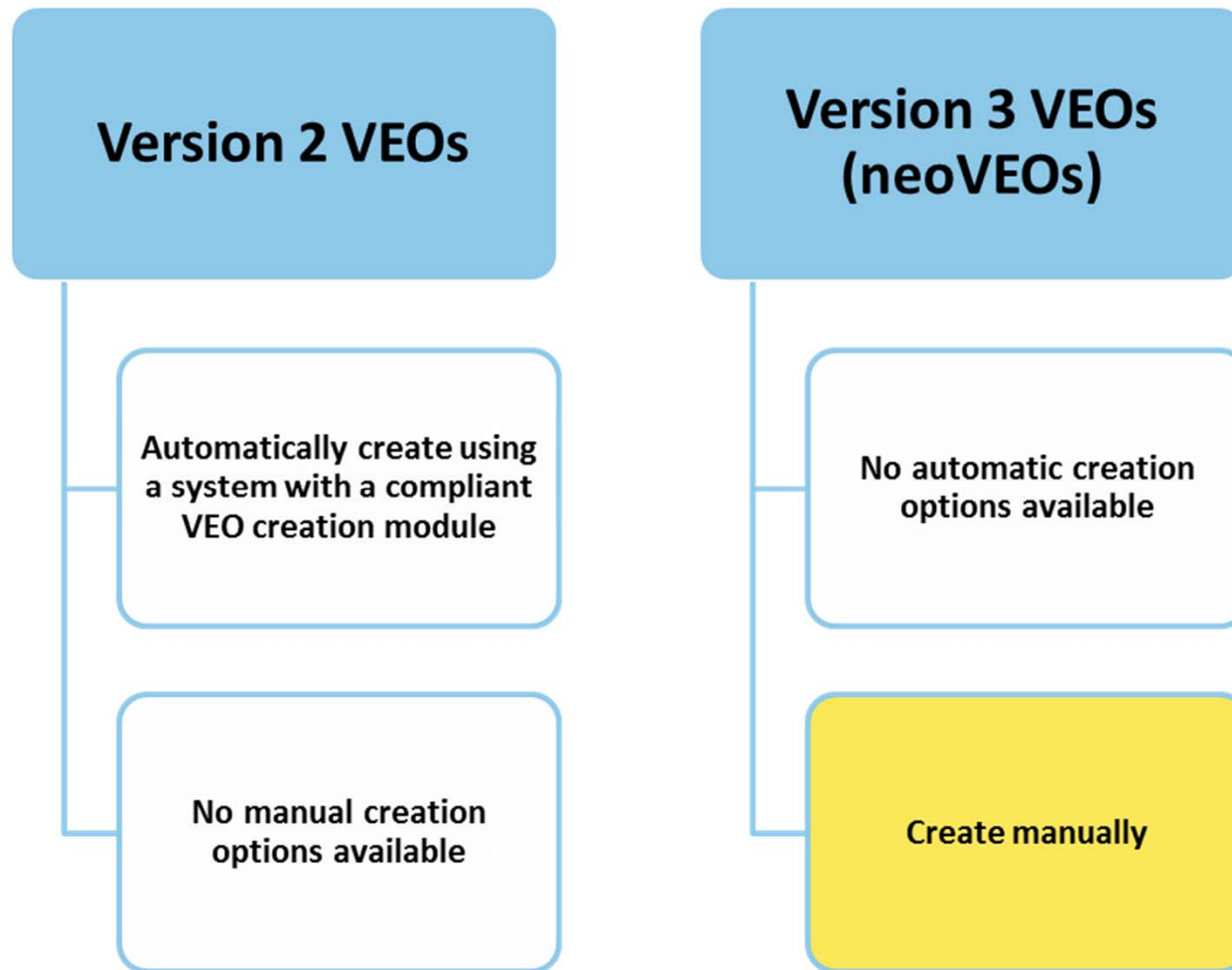10. Close the transfer project
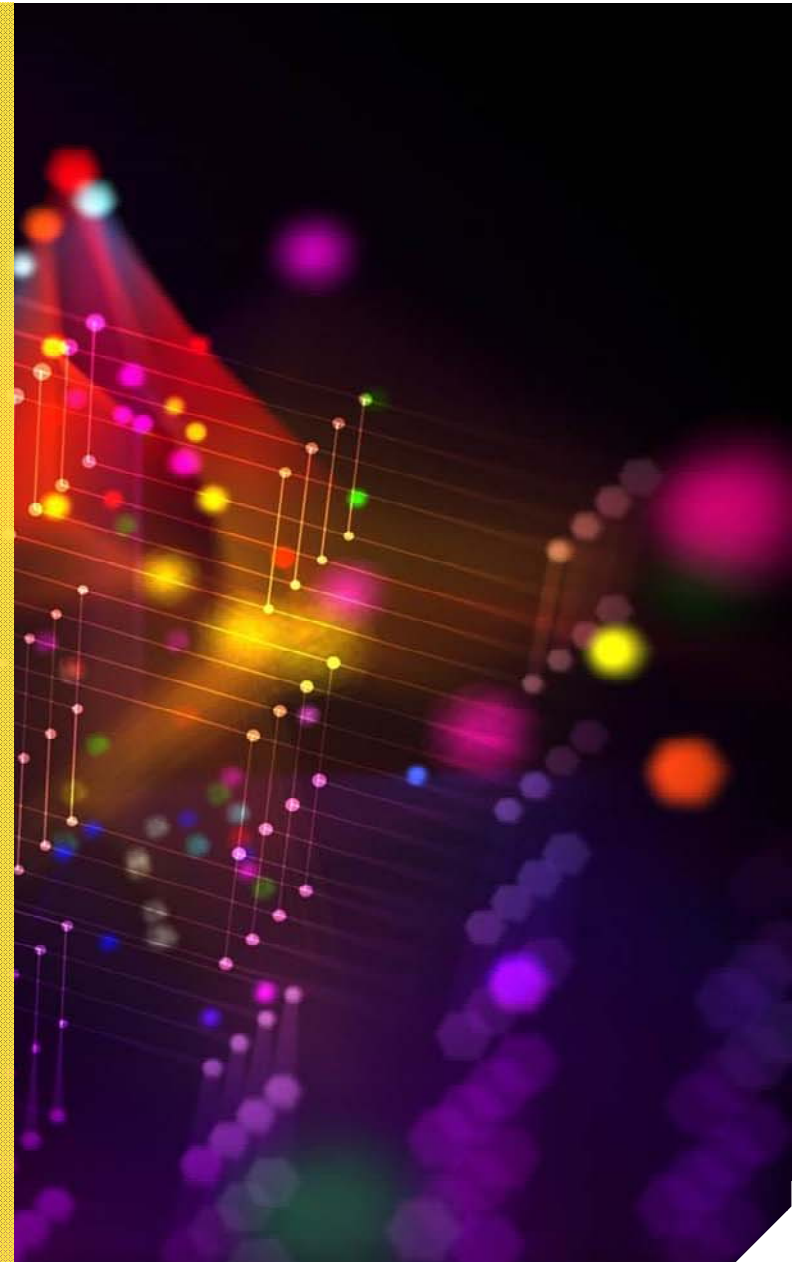
The administrative side

Tasks	What is involved?
Confirming eligibility	*Records are sentenced as permanent against the appropriate Retention & Disposal Authority.*
Proposing the transfer	*Paperwork is submitted to PROV to propose the transfer of permanent records.*
Describing the records	*The records are described in detail including function, arrangement, how to search/use, and any quirks.*
Getting access signed off	*Arrangements are made for the records to be open or closed to public access once at PROV. If closed, sign off is required from the responsible minister.*

The technical side

Tasks	What is involved?
Deciding how to make VEOs	*Identify whether your recordkeeping system has a module capable of exporting records as VEOs or whether VEOs will be generated manually.*
Testing, testing, testing	*Once an approach has been decided, multiple rounds of testing will ensure the VEOs meet our requirements.*
Generating compliant VEOs	*Generate a 'final' or 'production' set of VEOs for transfer to PROV.*
Re-generating error VEOs	*If any VEOs fail to meet our requirements, these are fixed and resubmitted to PROV.*

Creating VEOs

Version 2 VEOs

Automatically create using a system with a compliant VEO creation module

No manual creation options available

Version 3 VEOs (neoVEOs)

No automatic creation options available

Create manually

Expertise required

Two types of expertise are generally required for a successful digital transfer:

1. Familiarity with the function, contents and any quirks of the records

2. Ability to understand and use the technical tools and language of digital transfer

These are not always found in the same person, and level of skill required can vary depending on the complexity of the transfer.

Questions?

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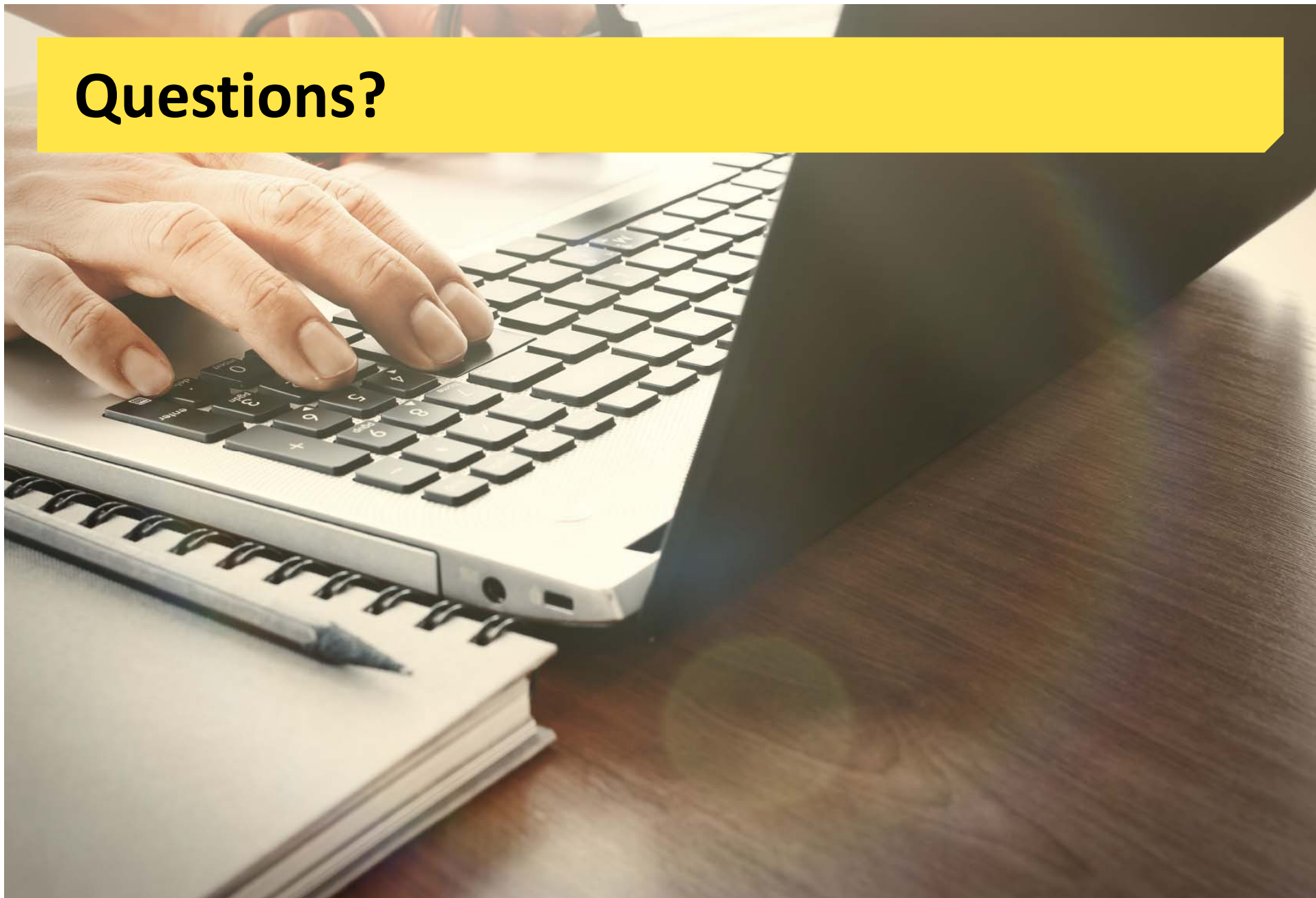
More information

Website

See the '*Digital Transfer Step-by-Step*' on our website at www.prov.vic.gov.au

Email

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