

Dataset Transfer Form (DATA OWNER)

NDAD Reference Code:	CRDA /
TNA Series Number:	
Contact at NDAD:	select name
Email:	select email
Tel:	020 7692
Fax:	020 7692 1234
Date form sent to Department:	
For the attention of:	
Division/Section (or role):	
Department:	
Records Contact in the Department (e.g. DRO):	
Contact at The National Archives:	

Return of the completed form indicates that you are willing and ready to transfer the dataset described here to NDAD, and to provide any necessary information for its preservation there.

Name of Data Owner:	
Date returned to NDAD:	

The completed form should be sent by the Data Owner to: select name
at the email address above, or to NDAD, ULCC, 20 Guilford Street, London WC1N 1DZ

Press F1 for help when completing some of the fields in this form.

1 DATASET DESCRIPTION & ACCESS												
1-1	Dataset title:											
1-2	Data to be transferred:											
1-3	Dataset description including purpose/how the data was used:											
1-4	Description and dates of data input:											
1-5	Description of how the data was validated:											
1-6	For further information on the dataset, its use, purpose, relevant documentation, etc who should be contacted?	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 40%;">Name:</td><td></td></tr> <tr><td>Job title:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> <tr><td>Tel:</td><td></td></tr> <tr><td>Address:</td><td></td></tr> </table>	Name:		Job title:		Email:		Tel:		Address:	
Name:												
Job title:												
Email:												
Tel:												
Address:												
1-7	Is the data subject to registration under the Data Protection Acts?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </td> <td style="width: 50%;"></td> </tr> </table>	Yes <input type="checkbox"/> No <input type="checkbox"/>									
Yes <input type="checkbox"/> No <input type="checkbox"/>												

1-8	<p>If the answer to 1-7 is YES, give any additional information eg whether subject access (in the sense of the DPA) is permitted and the identifying information required.</p> <p><u>Or</u> indicate the areas under Part IV of the Act under which exemption is claimed:</p>	
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1-9	<p>Who should authorise provision of subject access under the DPA?</p>	<p>The National Archives <input type="checkbox"/></p> <p>The Department <input type="checkbox"/></p>
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2 TECHNICAL DETAILS

The questions in this section (except for question 2-3 relate to the dataset *in its present form*

2-1	<p>List the software used to enter, edit, process, etc the dataset:</p>	<p>Software/package name</p>	<p>Version number</p>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

2-2	<p>Type of computer and operating system on which the application was most recently run:</p>	<p>Computer/operating system</p>	<p>Version number</p>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

2-3	<p>If this dataset was converted from an earlier system(s), give details of the previous system(s) if known, and include the date(s) when the conversion occurred:</p>
	<input style="width: 100%; height: 40px;" type="text"/>

2-4	<p>The quantity of data to be transferred:</p>
	<input style="width: 100%; height: 20px;" type="text"/>

2-5	<p>The physical media on which the dataset will be supplied, and the number of items:</p>
	<input style="width: 100%; height: 30px;" type="text"/>

2-6	<p>The overall file structure of the media on which the data will be transferred:</p>
	<input style="width: 100%; height: 30px;" type="text"/>

2-7	<p>Can the data be exported from the package/software into a non-proprietary format?</p> <p>If so, into which format(s) can it be exported?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comma separated <input type="checkbox"/> Fixed <input type="checkbox"/> Binary <input type="checkbox"/></p> <p>Other (please specify):</p>
		<input style="width: 100%; height: 20px;" type="text"/>

2-8	<p>Is all or part of this dataset currently available on the Department's/other website? If so, please state the URL:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
		<input style="width: 100%; height: 20px;" type="text"/>

2-9	<p>Under the Freedom of Information Act, the dataset will be considered <u>open to the public</u> on transfer. If any of the data requires closure or redaction, provide details here. Include (if possible) a list of all the fields which require closure or redaction, and/or a description of the proposed closure/aggregation plan:</p>
	<input style="width: 100%; height: 150px;" type="text"/>

2-10	<p>For further technical information who should be contacted?</p>	<p>Name: <input style="width: 90%;" type="text"/></p> <p>Job title: <input style="width: 90%;" type="text"/></p>
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Email:	
Tel:	
Address:	

3 DOCUMENTATION AND FURTHER DESCRIPTIVE INFORMATION

<p>3-1 Indicate the availability of the following documentation. If available please send originals or, if more appropriate, copies. Remember that dataset documentation also includes non-paper-based documents such as microfiche or word processor files. Explanations of some of the document types listed below are included in the <u>Help & Advice: Sections (i) and (ii).</u></p>	<p><u>User/System Documentation</u></p> <p>Data entry manuals <input type="checkbox"/></p> <p>Data structure/models <input type="checkbox"/></p> <p>In-house documentation on application <input type="checkbox"/></p> <p>Programming manuals <input type="checkbox"/></p> <p>Suppliers documentation <input type="checkbox"/></p> <p>User manuals <input type="checkbox"/></p> <p>Other user/system documentation <input type="checkbox"/></p> <p>Source code for specially written software <input type="checkbox"/></p> <p><u>System Input Documents</u></p> <p>Input forms/Questionnaires <input type="checkbox"/></p> <p>Mark sense forms <input type="checkbox"/></p> <p>Punched cards <input type="checkbox"/></p> <p>Other input documents <input type="checkbox"/></p>	<p><u>System Output documents</u></p> <p>Computer printout <input type="checkbox"/></p> <p>System reports on data <input type="checkbox"/></p> <p>Output to fiche (COM) <input type="checkbox"/></p> <p>Analyses of data <input type="checkbox"/></p> <p>Other output documents <input type="checkbox"/></p> <p><u>Other</u></p> <p>In-house documentation on data usage <input type="checkbox"/></p> <p>In-house/external reports on system <input type="checkbox"/></p> <p>Published reports <input type="checkbox"/></p> <p>User comments on data/application <input type="checkbox"/></p> <p>User group minutes <input type="checkbox"/></p> <p>Registered files <input type="checkbox"/></p> <p><u>Other (please specify):</u> <input type="checkbox"/></p>
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3-2 Does the information identified as available in 3-1 include everything you would give to a new user of this dataset?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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3-3 If not, explain why not:	
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3-4 Is the data dictionary you are providing:	on paper	Yes <input type="checkbox"/> No <input type="checkbox"/>
	in a separate digital file	Yes <input type="checkbox"/> No <input type="checkbox"/>
	embedded in system	Yes <input type="checkbox"/> No <input type="checkbox"/>

3-5 Is the information you are providing on the translation of any coded data fields:	on paper	Yes <input type="checkbox"/> No <input type="checkbox"/>
	in digital form	Yes <input type="checkbox"/> No <input type="checkbox"/>
	by reference to a standard publication	Yes <input type="checkbox"/> No <input type="checkbox"/>

3-6 Do you want the digital media, on which the dataset was sent to NDAD, returned to the Department?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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3-7 If so, to whom?	
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3-8 Please add any additional information here:	
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