



National Digital Archive of Datasets

Dataset Transfer Form (DRO)



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:	
Department:	
Contact at The National Archives:	

Completion of parts one and two of this form constitutes the first agreed step in the transfer and accessioning procedure for a dataset selected by The National Archives (TNA) for permanent preservation in NDAD. Return of the completed forms indicates that you are willing and ready to transfer the dataset described here to NDAD and provide any necessary information for its preservation there.

The DRO should enter their name below when the form has been completed and return it to NDAD.

Name of DRO (or authorised officer):	
Date returned to NDAD:	

The completed form should be sent by the DRO to: select name
at the email address above, or to NDAD, ULCC, 20 Guilford Street, London WC1N 1DZ
(If returning this form via email, please copy to the Client Manager).

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

1 DATASET DESCRIPTION	
1-1 Dataset title:	
1-2 Appraisal details:	
1-3 Accession details:	
1-4 Dataset Description/Purpose:	
1-5 Date of creation of dataset:	
1-6 Date of dataset contents	
either start date:	
end date:	
or snapshot date:	
2 LEGISLATION / ACCESS	
2-1 Legislation (other than DPA and FOI) which covers this dataset:	

<p>2-2 Restrictions on dataset access under the legislation cited in 2-1 (ie <i>excluding</i> the Public Records Acts, DPA and FOI Act):</p>		
<p>2-3 Indicate whether the dataset is subject to the Data Protection Acts and give any additional information known:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>2-4 Under the Freedom of Information Act the default thirty-year access rule for public records will no longer apply, and all datasets will be considered as <u>open to the public</u> on transfer to NDAD unless an exemption is identified. Are you aware of any closure or redaction of any tables or fields in the dataset that may be required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>2-5 If the answer to 2-4 above is yes, please state the <u>applicable exemption(s)</u> under the Freedom of Information Act. (See guidance notes):</p>		
<p>2-6 If you have stated FOI exemptions in 2-5, state your <u>justification</u> for the closure of the dataset. (See guidance notes):</p>		
<p>2-7 Please list the tables and fields in the dataset which you require to be closed. If this information is not available, please indicate whether there is any data for which closure or redaction may be required:</p>		
<p>2-8 State the <u>closure period</u> being applied for. (See guidance notes):</p>		
<p>2-9 State the <u>date due for release</u> or re-review of this closed dataset:</p>		
<p>2-10 If you or anyone else in the Department is aware that data needs to be closed by aggregation, please describe the proposed aggregation plan. Or please indicate any concerns about access to the data that could be solved by aggregation:</p>		
<p>2-11 Is this dataset subject to Crown Copyright? (See guidance notes):</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

2-12	Other copyright holders – please specify:	
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3 DOCUMENTATION AND FURTHER DESCRIPTIVE INFORMATION		
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3-1	<p>Please give an indication of the availability of any documentation which you think could provide information on the provenance, structure and administrative context of the dataset. If available, please send originals or, if more appropriate, copies. Remember that dataset documentation includes non-paper-based documents such as microfiche or word processor files.</p>	
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Any registered files containing material relating to the dataset should be sent to NDAD on loan; those files selected for permanent preservation will be marked accordingly before return to the Department and should be retained by the Department for eventual transfer to TNA under the normal review process.

Registered files <input type="checkbox"/>	Published reports <input type="checkbox"/>
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e.g. including those containing User comments on data/application or User group minutes

Other (please specify):

3-2	For further information on dataset purpose, usage and documentation who should be contacted?	Name:	
		Job title:	
		Email:	
		Tel:	
		Address:	

3-3	Please note that the second part of this form has been sent to the Data Owner:	Name:	
		Job title:	
		Email:	
		Tel:	
		Address:	

3-4	Please add any additional information here:	
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