



National Digital Archive of Datasets (NDAD)

NDAD Transfer Procedures: Help & Advice

(iii) Practical Issues - Packaging & Transport

Packaging of dataset / documentation

Packing of digital material

For digital records, Departments should follow the guidelines below:

- a) Label the media using only labels supplied with the media.
- b) Always activate write protect tabs before packing, or for open reel tapes remove the write ring.
- c) Protect media in transport by the use of purpose-designed containers. Ensure that the media are surrounded by suitable packing material so that there is a space of at least 80 millimetres at all points between the media and the outer surface of container, to avoid exposure to stray magnetic fields. Do not use non-rigid containers (e.g. padded envelopes).
- d) Complete a transfer list form giving brief details of the media and enclose it in the box.

Please contact NDAD should you require further advice on the appropriate packing of computer media.

Packing of related documentation

Where *original documents* are being sent to NDAD, Departments should follow the guidelines below:

- a) Clean documents of staples, paper clips and other metal fasteners, and make minor repairs, in accordance with the procedures set out in the PRO's Manual of Records Administration. Do not disturb the original order of documents.
- b) Do not number documents.
- c) Without disturbing the existing filing arrangement, pack the records firmly in the standard PRO type archive boxes as supplied to DROs by PRO. If no box is available pack the documents in archival standard folders and place in a container large enough to hold the documents comfortably. You should be able to fit one hand easily inside the box once the records are packed. In the case of large amounts of documentation be aware of the weight of the boxes. Remember that you will need to be able to lift them later!
- d) Complete one transfer list form for each box, giving brief details of every document in the box. Enclose it in the box that it relates to.

If *photocopies* are being sent to NDAD of documents where the department is retaining the originals, the papers should be packed as carefully as possible. Photocopies of documents which are considered to be of a sensitive nature should be sent by a secure method (e.g. registered post).

Wrap oversize and undersize records, such as ledgers, separately in heavy wrapping paper. Tie or tape the package bottom securely, label, and number each package as if it were a box. In the case of maps, canisters can be used to hold the maps while in transit.

Transportation of dataset / documentation

When a dataset and related documentation have been packed, the Department notifies NDAD and arranges transfer by the most suitable method. Departments are responsible for providing secure transportation for archive material to the NDAD premises. Large transfers of datasets and original documentation should normally be sent by the department's own delivery service or by special courier. Small transfers of datasets and original documentation should be sent by registered post.

Where a transfer is *not* being sent by registered post, departments should label the outside of each box with:

- a) The NDAD reference (this will be found on the transfer form and on the transfer list form sent to you by NDAD).
- b) The title of the dataset (this will be found on the transfer form).
- c) A description of whether the box contains data or documentation.
- d) The number of each box and the total number of boxes in the transfer (e.g. "Box 1 of 7").

Small transfers which are being sent by registered post should only be labelled with the NDAD address: NDAD, University of London Computer Centre, 20 Guilford Street, London WC1N 1DZ.

Before material is dispatched to NDAD, the DRO or other staff member dispatching the material should inform NDAD by telephone or email as to when the material is being dispatched and by what method.