National Digital Archive of Datasets (NDAD)

NDAD Transfer Procedures: Transfer List

Transfer list to accompany transfer of datasets and related documentation to the University of London Computer Centre.

- Please refer to NDAD Transfer Procedures: **Help & Advice** (iii) Practical Issues - Packaging & Transport for detailed instructions on packing digital material and documentation for transfer to NDAD.
- Please mark each box with the reference code and title of the dataset and number the boxes starting at one and indicating the total number on each box e.g. 1 of 7, 2 of 7.
- Please list, but do not number, all items in each box.
- Complete a transfer list for each box and place the completed list in the box.
- The person responsible for packing and dispatching the material to NDAD should inform NDAD by telephone or email as to when the material is being dispatched and by what method.

Description of item (one physical item e.g. one file, one survey form, one manual, one tape, one disk)	**Date** (for paper items only)	**Quantity**	**Format** (e.g. document, volume, disk, map)	**Box no.**
Survey form for agricultural census [1]	1996	3 sheets	A4 sheets	1

[1] Inserted as an example.

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