



Decision document on digital archives to be transferred or outsourced.

This decision document sets out the agreements concerning the processing of a digital archival fonds, that are a precondition for its transfer (Dutch: “overbrengen”) or outsourced records management (Dutch: “uitplaatsen”).

After the records have been transferred or outsourced, this document will serve as an assessment tool to check whether all of the agreements have been met.

This document is maintained by the National Archives of the Netherlands and will be updated annually. For questions about the decision document, please contact our contact centre.

Disclaimer: this English version is a translation of the original in Dutch for information purposes only. In case of a discrepancy, the Dutch original will prevail.

Subject

Legal caretaker:

Name of legal caretaker

Abbreviated name of archival fonds:

Abbreviated name of archival fonds

Period of archival fonds:

Period of archival fonds

Acquisition case number:

DigiSam case number:

Type of archive

Government or private:

Government / private / ZBO (‘Independent Administrative Body’):

Transfer or outsourced

Transfer / outsourced

First connection to source system?

Yes / no

Version management of decision document

| Version | Date | Author | Comments | Status |
|---------|------|--------|-------------------|--------|
| | | | See Dutch version | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

1 Contact details and project roles

1.1 Commissioning party

| | |
|-------------------------------------|------------------------------------|
| Name of legal caretaker: | Name of legal caretaker |
| Name of contact person: | Name of contact person |
| Position of contact person: | Position of contact person |
| Email address of contact person: | Email address of contact person |
| Telephone number of contact person: | Telephone number of contact person |

1.2 Processing organisation (if applicable)

| | |
|-------------------------------------|------------------------------------|
| Name of processing organisation: | Name of processing organisation |
| Project number: | Project number |
| Name of contact person: | Name of contact person |
| Position of contact person: | Position of contact person |
| Email address of contact person: | Email address of contact person |
| Telephone number of contact person: | Telephone number of contact person |

1.3 Assistance provided by the National Archives

| | |
|--|--|
| Case number: | DigiSam case number: |
| Name of contact person: | Name of contact person |
| Position of contact person: | Position of contact person |
| Telephone number of contact person: | Telephone number of contact person |
| Contact point for the delivery of products | NADienstpostbusVerwerven@nationaalarchief.nl |

1.4 Basic data of archival fonds

| | |
|---------------------------|--------------------------|
| Number of archival fonds | Number of archival fonds |
| Name of archival fonds | Name of archival fonds |
| Finding aid code | Finding aid code |
| Period of archival fonds: | Period of archival fonds |

1.5 Institutional data on archive's creators

| | |
|---|---|
| Name and period of archive's creator/s: | Name and period of archive's creator/s: |
| Link/s to registry of actors: | Link/s to registry of actors |

1.6 Task description of archive's creator/s

Enter a brief description of the history, positions and activities of the archive's creator/s. This information may, for example, be obtained from the registry of actors. If, when filling in this information, you come across information in the actor registration that is incorrect or incomplete, please send the corrected information to the manager of the actor registry.

2 Information on the archival fonds.

2.1 Content of the archival fonds

Enter a brief description of the content of the archival fonds. To do so, use the instructions in 'APPENDIX 5 Richtlijn voor het maken van samenvattingen bij norm 4.1.11' ('Guidelines for making summaries', Dutch only) to the Standard Sheet for the Archive Inventory (version 2.2). Please also specify whether the entire archival fonds will be transferred or if parts of it will remain with the archive's creator/s. Any replacements that have been made must be mentioned and the Replacement Guidebook that applies to the digital archive to be delivered must be enclosed as an appendix to the decision document.

2.2 Related archives

Fill in here which archives are related to the archival fonds to be transferred. These related archives may be paper or digital, and may have already been transferred to the NA or still reside with the archive's creator.

2.3 Type and location of information carriers

Enter the location of the files in the archival fonds. This includes the physical location of the server/s hosting the documents and the type of information system or information carrier. For example:

- CD-Roms in a safe in the Ministry of Kingdom and Interior Relations' server space
- E-Doc (the Ministry of Education, Culture and Science's DMS), NA's organising structure, E.1 Verwerven van Archieven
- Board meetings folder on network drive G

2.4 Anticipated file formats

Enter the type of documents that are anticipated in the archival fonds, such as office files (doc, pdf, etc), images (tiff, jpeg, etc), multi-media files (mpg, avi, etc) or others. Any deviating file formats must be specified in paragraph 5.2. of the decision document. If an impact assessment has been made, this information can be found in the results of the preservation track, which includes a technical analysis of the representative data set. See the document *Preferred formats National Archives: in view of sustainable accessibility* <https://www.nationaalarchief.nl/archiveren/kennisbank/handreiking-voorkeursformaten-nationaal-archief>

2.5 Anticipated size of the archival fonds

Fill in an estimate of the anticipated size in megabytes, gigabytes or terabytes along with an estimate of the anticipated number of files

2.6 Restrictions on the archival fonds

Enter where possible information on any restrictions concerning public access or other information that is important to the processing. Whether or not this type of information is to be expected should be taken into consideration when inspecting information that has been found on categorised items and/or items containing personal data.

Furthermore, the legal caretaker or the National Archives may already have important information that is relevant to the processing.

3 Evaluation, selection and deletion

3.1 Evaluation

The archival fonds (select one):

- Has been evaluated without an approved retention and disposition schedule (only for private archives)
- Will be evaluated during processing without an approved retention and disposition schedule (only for private archives)
- Has been evaluated on the basis of the Generiek Waarderingsmodel Rijksoverheid (Government Generic Appraisal Model, GWR, Dutch only)
- Will be evaluated during processing on the basis of the GWR
- Has been evaluated using the retention and disposition schedule/s below
- Will be evaluated during processing using the retention and disposition schedule/s below
- Will not be evaluated (only permitted for archives that are to be outsourced. Additional processing will be necessary if the archival fonds is transferred at a later date.)

| Title of the retention and disposition schedule | Decision number | Staatscourant (Government Gazette) number | Actions (optional) |
|---|-----------------|---|--------------------|
| | | | |

Deviations from the GWR retention and disposition schedule:

Specify which agreements have been made during the sectoral consultations on the application of the above retention and disposition schedules.

Exceptions concerning deletions (Archive decision article 5 paragraph e):

Enter, if applicable, a list of exceptions on the basis of the Archives Decision article 5 paragraph e. An example of this is a hotspot.

3.2 Level of appraisal

Appraisal takes place at:

- ☐ Series level
- ☐ Dossier level
- ☐ Record level
- ☐ other: Enter the level at which the archive records will be appraised.

3.3 Implementing selection and deletion

Selected documents will be deleted (select one):

- By the archive's creator, prior to transfer
- By the archive's processor
- By the National Archives (only permitted for archives to be transferred whereby the appraisal information has been included in the metadata.)

4 Assigning metadata

4.1 Type of metadata

In order to make files accessible archive components will be assigned metadata (select one):

- In accordance with the Toepassingsprofiel Rijk (Government Application Profile), in sidecar files with ToPX
- in its own XML metadata structure with no mapping to ToPX
- in a separate text file, not in an XML structure
- constructed from map and file names
- that are already available in EAD format at the National Archives
- that are added by the archive processor during processing
- Other:

If Other was chosen, please type here an explanation about the type and form of the metadata.

Implementing metadata transformation:

If the option 'In accordance with the Toepassingsprofiel Rijk, in sidecar files with ToPX' was not chosen, please type here who performed the conversion of the source format to ToPX.

4.2 Levels of metadata

Metadata will be assigned at:

- ☐ Archive level
- ☐ Series level
- ☐ Dossier level
- ☐ Record level

4.3 Additional metadata

Please type here if metadata is available for accessing the archival fonds, that does not fit in one of the standard elements in the Toepassingsprofiel Rijk. If there is no additional metadata, please type 'None'.

4.4 Other products

Please type here which other products will be handed over during transfer or outsourcing. Examples are appendixes, concordances or added entries. If no other products are handed over, please type 'None'.

5 Archive processing plan

5.1 Description of the situation before processing

Please type here a description of the form and contents of the representative data set investigated during the impact assessment, and the form and quality of the metadata investigated.

5.2 Established deviations from the standards

| Deviation | Measure | Status |
|-----------|---------|--------|
| | | |
| | | |

5.3 Additional processing

Please type here what processing will be performed, that is not required as a result of a deviation from the norms, but is deemed beneficial by the archive creator and/or the National Archives of the Netherlands. If there is no additional processing, please type 'None'.

5.4 Processing planned for the future

Please type here what processing has been included in the event plans of the archival fonds.

Please add to the event plans any processing measures that are required (see paragraph 5.2 for deviations from the norms), but that are not performed in the current processing round.

6 Transport

6.1 Type of transport

To transfer digital archive material to the National Archives use will be made of (select one):

- File transfer through internet (FTPS)
- File transfer through the Haagse Ring (FTPS)
- File transfer through Digikoppeling
- Transport from a physical information carrier (CD-Roms, DVDs, hard disk)
- Other:

If Other was chosen, please type here an explanation.

6.2 Carrier

Digital archive material will be transported to the National Archives by (select one):

- The archive's creator
- The archive's processor
- The National Archives

- Another party

If Another party was chosen, please type here the name of the organisation, and the details of the contact person of the other organisation.

6.3 Content of transport

Please type here what data are transported as part of the transport. Examples are the documents themselves, the metadata of the documents (in a sidecar format or not), checksums, appendices, etc. Please also describe their form (e.g. single files, ZIP containers, TAR containers, etc.

6.4 Agreements after transport

After transport and ingest have been completed successfully, agreements must be made about the deletion of source files in the source systems. A separate document containing the agreements must be drawn up for this purpose: the declaration of the deletion of source files after transfer/outourcing (link to empty document). The signed copy will be added later as an appendix to this decision document.

7 Signature

This decision document is valid until 6 months after the date on the final signature. If the transfer or outsourcing has not taken place within this period, the decision document must be updated and signed once more.

In agreement:

's-Gravenhage, (date)

In agreement:

(Place) (Date)

National Archives

M.L. Engelhard,

National Archivist of the Netherlands

(Archive's creator)

(If applicable)

In agreement:

(Place) (Date)

(Processing organization)

8 Appendix 1: Draft archive arrangement

Please add here a draft version of the archive arrangement, such as the series scheme, a provisional inventory, an organising structure or the structure of the document management system.

9 Appendix 2: Metadata mapping

Please add here the results of the metadata mapping.