

## Brown University Archives Digital Files Transfer Form

Please complete Part I for all digital files transferred to the University Archives, either through FTP (File Transfer Protocol) or on a CD or other digital storage medium.

<b>Part I: File Information</b>	
1. Department/Office Name	
2. Brief description of files (include a print-out of the file listing and if possible, directory structure scheme).	
3. Quantity of files in this transfer	
4. Software applications and version needed to read the files	
5. Name of operating system used in creating the files in this transfer (list manufacturer and version).	
6. Hardware system used in the creation of the files	
7. Date range of files	
<b>8. Contact Information</b>	
Contact person for this transfer	
Title	
Campus Telephone number	
E-mail address	
<b>9. Technical Contact Information</b> (List other persons assisting in the preparation and transfer of these files and their contact information)	
Name and Title	
Campus Telephone number	
E-mail address	

Please complete the following section for files transferred to the University Archives on a CD or other digital storage medium.

<b>Part II: Digital Storage Medium</b>	
1. Type of Storage Medium	CD-ROM_____ Diskette _____ DVD _____  Other (please specify) _____
2. Type of CD-ROM or Diskette (indicate format, speed)	
3. Quantity of CDs, Diskettes, or other media transferred	
4. Date files copied onto storage media	
5. Media is labeled	External label _____ Internal label _____

Include a copy of this form with your transfer or send as an e-mail attachment to archives@brown.edu. Include, if available, a copy of the list of files and directory structure for the files transferred.

If you have any questions about this form or need to transfer digital files through FTP, please contact Jay Gaidmore, Brown University Archivist, at Gerald\_Gaidmore@brown.edu or (401) 863-6414 / 863-2148