Acc No:

OXFORDSHIRE HISTORY CENTRE
ARCHIVE BORN-DIGITAL MATERIAL FORM
including text, image, audio and video formats

Please see our Guidelines for Depositing Born Digital Records for help in completing this form

How were the records created and have any subsequent changes been made?
Were these files created by you, or by someone else and then passed to you?

How have the files been stored?
E.g. on a c:drive, or portable media or in emails?

Details of computer operating system and known migrations of data
What current operating system is used to access these records, e.g. Windows, macOS, Linux. Have any of these files been **migrated** from a previous operating system, or **converted** from an earlier file format?

Details and format of digital material
What format, or software used to access the material, e.g. text / pdf; spreadsheet / xlsx (MS Excel); image / tif; audio / mp3. Please note any files you cannot access, or any passwords if encrypted. Please note any records you consider official.

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How will the material be transferred?

Please note in what physical format the records will be transferred (e.g., CD's, floppy disks, or portable storage devices*).

* Would you like any portable devices returned to you? Yes / No

Are there any ownership, copyright or licencing issues?

Please note if you are aware of any records you did not create

Do the files contain any sensitive information?

Do the records contain personal and identifiable information? Do you wish to apply access restrictions?

Do you give us permission to destroy digital material?

Please state yes or no, or if permission is just given to weed any duplicates.

Copyright Regulations

Under copyright law Oxfordshire History Centre is allowed to copy, transfer or migrate digital files for the purposes of preservation.

Are you granting Oxfordshire History Centre licence to provide public access to digital files created by your organisation?

Yes / No?

Signed ………………………………….   Approved by……………………………………….

Dated…………………………………..   Date……………………………………………….

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