



This form must accompany digital records being transferred to The National Archives. You must complete sections A to F below. Notes on how to complete the form can be found at section G overleaf.

Note: Custody of the records remains with the transferring or parent body until formal confirmation of custody is received by email from The National Archives.

A. Authority to transfer

A1. Name of transferring body

The Leveson Inquiry: Culture, Practices and Ethics of the Press

A2. Name of creating body (if different from A1)

A3. Name of parent or sponsoring Department (where applicable)

DCMS

A4. Reference to Operational Selection Policy or other agreed records selection criteria

Records Collection Policy 3.1.2

A5. Selection has been agreed by your IMC ☒

A6. The records are public records ☒

A7. The records are all Crown copyright ☒

C. Sensitivity review

C1. The transfer does not include records or metadata classified above RESTRICTED ☒

C2. Closure (tick all that apply)

The transfer includes closed metadata *	<input checked="" type="checkbox"/>
The transfer includes closed records *	<input checked="" type="checkbox"/>
The transfer includes redacted records *	<input type="checkbox"/>
Some records have been retained *	<input type="checkbox"/>

C3. An application for closure form is attached ☒

* An application for closure form is required for all closed or retained records.

B. Description

B1. Department code

LEV

B2. Series reference

2

B3. Series title

The records of the Leveson Inquiry proceedings

B4. Number of files

250

B5. Data volume

MB

B6. Volume labels

7

D. Records handling and preparation

D1. Preparation (tick all that apply)

The files are free of password-protection, encryption, DRM and similar restrictions (except encryption put in place for transfer).	<input checked="" type="checkbox"/>
The files have been virus-checked and are free of viruses, worms and other malware.	<input checked="" type="checkbox"/>
The transfer includes fixity (checksum) data for verification of the records.	<input checked="" type="checkbox"/>

Continued overleaf...



E. Declaration

I confirm that the information given on this form is accurate.

E1. Name of DRO (or authorising officer)

REDACTED - Section 40(2)

E2. Date of transfer

16/10/2013

F. Checklist

F1. Transfer schedule

The National Archives have been notified of the transfer and a transfer date has been agreed.



F2. Metadata

A sample metadata export has been approved by The National Archives.



A test transfer of records and metadata has been successfully completed.



F3. File formats

A list of the file formats (and versions) in the transfer has been sent to The National Archives.



F4. Transfer forms

Sections A to E of this digital transfer form have been completed.



A completed application for closure form is attached (if the transfer includes closed or retained records).



Now send the completed form to digitalpreservation@nationalarchives.gov.uk

G. Notes

How to complete this form:

A1. State the name of the public record body that is transferring the files. This may be different to the department that created the records. This could be a department, agency or other body.

A2. State the name of the public record body that originally created the files. This may be a body that has now closed or changed its name.

A4. State the Operational Selection Policy (or other criteria) under which the records have been selected for permanent preservation.

A5. Information Management Consultant (IMC)

A7. If the copyright is held by a body other than the Crown this must be included in the metadata.

B1, B2 and B3. References and series titles are allocated by The National Archives when a transfer is initially scheduled. Consult your IMC if you do not have this information.

B6 List the hard drive volume(s), DVD label or range of IDs. IMC if you do not have this information.

C2. The application for closure form details FOI exemptions, justifications for closure and release dates for closed and retained records. The form (and a completed example) are available from your IMC.

D1. Any password protection, encryption and digital rights management must be removed from the files before transfer – except for encryption applied purely to protect the files during transfer.

F2. The minimum required metadata fields are **Title, Identifier, Date, Checksum, Folder/File, Rights (Copyright), and Closure status.**

F3. DROID, a tool developed by The National Archives, can be used to generate a list of file formats and versions.