

Transferring records to the Isle of Man Public Record Office

Overview

The Isle of Man Public Record Office (IOMPRO) and public bodies have a statutory responsibility under the Public Records Act 1999 (PRA) to work together to ensure public records of historic value are permanently preserved and made accessible to researchers. This factsheet sets out the processes for transferring physical and digital records to the Public Record Office.

1 Contact IOMPRO

The first step is to contact IOMPRO to discuss your records. Our email address is public.records@gov.im and our telephone number is 693569. If you do not have a retention schedule agreed with IOMPRO, this step should take place before any records are destroyed. Copies of any existing lists or indices to the records should also be provided.

Throughout the transfer process please ask us if you need further guidance or are unsure of anything.

2 Selection for permanent preservation and listing

IOMPRO will work with you to decide which records should be selected for permanent preservation. Records should usually be transferred to IOMPRO before they reach 25 years old. If you still have an administrative, business or legal need to retain records for longer than 25 years, please discuss this with IOMPRO before transfer. Under PRA s3(5) the Council of Ministers can give approval to retain records for longer periods.

If you have a retention schedule, it will outline those record series that are to be selected for permanent preservation in full or reviewed for selection. If you do not have a schedule, you may need to draw one up before records are selected. Advice on retention scheduling is available in IOMPRO Factsheet 6 ('What is retention scheduling?'). A number of generic retention schedules are also available to use as a starting point for retention scheduling. Further guidance is available in Factsheet 10 ('How do I use the Isle of Man Public Record Office's generic retention schedules?').

We will provide you with a transfer listing template for you to use to list the records. We also recommend that you list any records that are not selected and you decide to destroy in a separate disposal log.

3 Packaging records for transfer

Appendix B provides guidance on boxing physical records, such as paper and parchment items. Public bodies are responsible for purchasing boxes and any other packaging required. The transfer list should include box numbers. Please contact us to discuss special requirements for outsize items, such as large volumes, maps and plans.

For digital records, these need to be packaged into Zip files prior to transfer; more on this is found in Appendix C.

4 Notification of closure periods

IOMPRO require notification of any statutory closure periods to be applied to records. Guidance on this is available in IOMPRO Factsheet 9 ('What about access to records in the Isle of Man Public Record Office?'), which includes a questionnaire to help you decide if closure periods are required. The closure period for each record should be noted on the transfer list. Please provide information on the reason for any statutory or extended closure period. If you are unsure how to apply the closure periods, please ask us for further guidance.

5 Transfer form

IOMPRO will provide you with a transfer form and guidance on how to complete it. The transfer form and closure periods on the accompanying transfer list require sign off by an 'appropriate person' who is responsible for the records (see section 4(10) of the Public Records Act). You need to ensure that whoever signs the form is authorised by the public body to do so. We recommend that it is a senior manager. For example, for most government departments, the Chief Officer would be an appropriate person.

The signed transfer form and list should be sent to IOMPRO in advance of the transfer of the physical or digital records. We will not accept records without a signed form and list.

6 Transport or delivery of records to the Record Office

Public bodies are responsible for the transport of their records to IOMPRO. This needs to be done in a manner that provides sufficient protection for the records. Please contact us to discuss delivery arrangements. If there is wet weather, we may ask that the delivery of records is postponed to another day.

Digital records can be transferred via Microsoft Teams or via a physical Hard Drive. See Appendix D for more information.

7 Accession number

Once IOMPRO have received the records, we will check them against the transfer form and list. We will then sign the form and supply you with a copy that includes the records' accession number (a unique reference applied to each transfer of records). The transfer is then complete, and the accession number should be quoted in any future correspondence about the records in question.

8 Roles and responsibilities

8.1 Public body:

Transferring records to IOMPRO is a statutory process that involves the commitment of public bodies' time and resources. The following activities are the responsibility of the public body:

- Working with IOMPRO to decide which records to select. This includes creating retention schedules and agreeing the Public Records Act selection for permanent preservation ~~column~~ with the Public Record Office and implementing agreed schedules.
- Listing records according to IOMPRO's requirements.
- Providing IOMPRO with contextual information about the records.
- Notifying IOMPRO of any closure periods that apply.

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- Determining the 'appropriate person' with responsibility for the records and authority to sign for the transfer and notified closure periods.
 - Deciding what should happen to records that aren't selected, including whether they should be destroyed if no longer required for legal or business purposes. As part of this process, we advise public bodies to create disposal lists.
 - Securing physical or digital transfer of the records to IOMPRO.

8.2 IOMPRO:

The following are the responsibilities of the IOMPRO:

- Providing guidance and supervision on all aspects of the transfer process.
- Working with public bodies to determine which records are selected for permanent preservation. This includes working with public bodies to agree the selection for permanent preservation column on retention schedules.
- Ensuring there is adequate space and facilities to receive the records.
- Signing the second part of transfer form that confirms receipt of the records, and supplying this to the public body.

9 How can I get further IOMPRO guidance?

If you wish to talk to someone about any information given in this document, or any issues raised by it, please contact the IOMPRO on 693569 or email us at public.records@gov.im.

These factsheets, together with other IOMPRO information, are available at: www.gov.im/pro

If you have access to the IOM Government intranet you can also find them under Public Records on the Government page.

April 2024
IOMPRO

Appendix A. Record transfer checklist

Have you:

- Discussed the transfer with IOMPRO
- Provided IOMPRO with copies of existing lists or indices
- Confirmed with IOMPRO which records should be selected for permanent preservation (this may be via a retention schedule agreed with IOMPRO)
- Provided a list of records to IOMPRO in the required format that includes notification of closure periods
- Provided IOMPRO with the signed transfer form
- Boxed / packaged / zipped the records according to IOMPRO's requirements
- Arranged a delivery or transfer time with IOMPRO

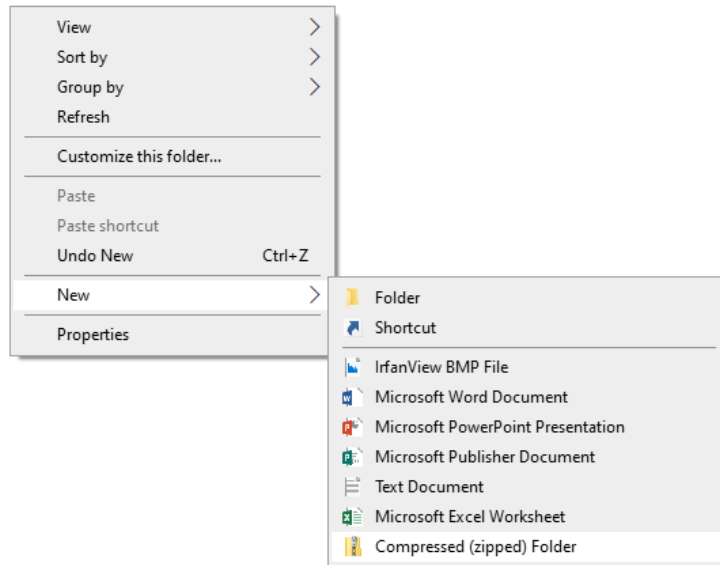
Appendix B. Boxing your physical records for transfer to the Isle of Man Public Record Office

- Your records should be boxed in R-Kive (or similar brand) Premium banker's boxes (external size 34.2cm x 40cm x 25.7cm).
- Please take care to follow the instructions on the box carefully when assembling each box. Boxes that have been incorrectly assembled are significantly weaker and often fall apart when filled with paper and handled.
- Please consider the health and safety of Isle of Man Public Record Office staff when packing your records into boxes for transfer. To reduce the risks associated with manual handling, filled boxes should weigh no more than **8kg** (filled to between $\frac{1}{2}$ and $\frac{2}{3}$ of the total capacity only).
- You will be asked to allocate each box a transfer box number (e.g. Box 1, Box 2) when you complete the transfer listing form provided by the Public Record Office. Please label each box clearly with the transfer box number in the space provided on the front of the box.
- If you have outsize records that do not fit within a banker's box, please ask the Public Record Office team for more advice on how to package the records ready for transfer.

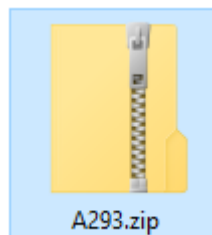
Appendix C. Digital Packaging of records

Once you have identified the digital records that you need to transfer you need to collate these together into a secure folder where we can transfer them without metadata loss.

- Create a "zip" file which can be done through the Right Click -> New -> Compressed (zipped) folder menu.
- Give this a clear and descriptive name such as the Accession number given to you by the Public Record Office.



- This is the container that will be used to transfer the records to the Public Record Office. This container preserves important metadata associated with the digital records during the transfer, in the same way that a physical box protects the documents it contains.



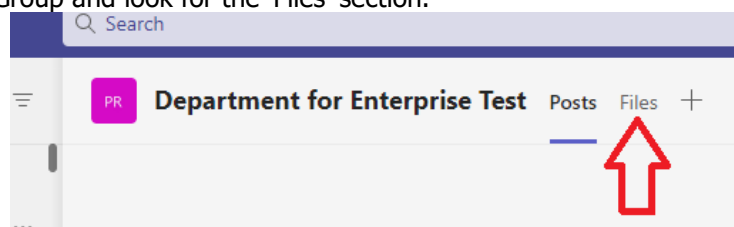
- Copy and paste the records directly into this zip file.
- Maintain the original folder structure where possible.
- This copying and compression process can take some time so it does not all need to be done in one go. You may wish to copy large numbers of files to the Zipped folder in smaller batches.

Appendix C. Digital transfer of records to the Isle of Man Public Record Office

Once the records are collated and zipped, contact the Public Record Office either through public.records@gov.im (or your dedicated contact) to let them know.

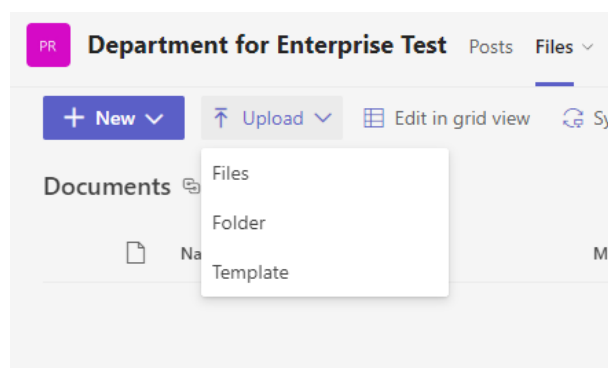
They will give you access to a secure Microsoft Teams group specific to this deposit that will only be accessible by the Public Record Office staff and the depositor.

Navigate to this Group and look for the 'Files' section.

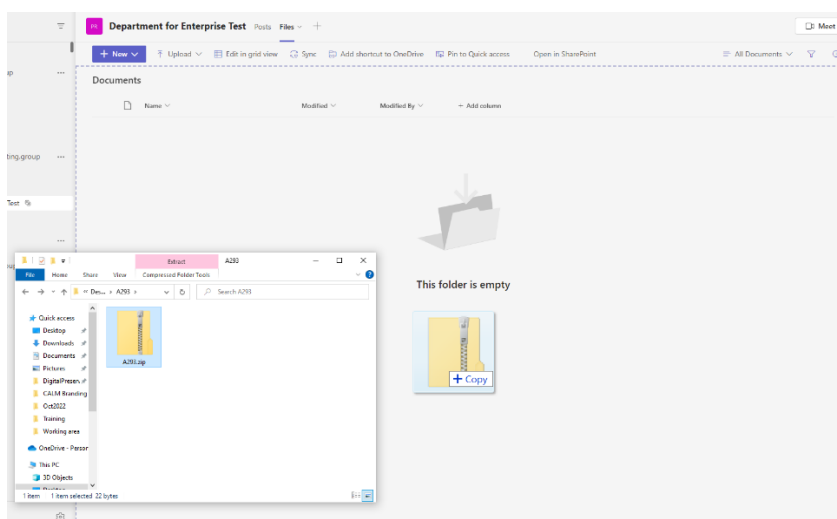


Once you are in the files section for your channel there are two ways you can upload the deposit.

1. Select 'Upload' -> 'Files' and then select the Zip file by navigating to it through the file explorer.



2. Click and drag the file into the central area of Teams while you are in that 'Files' section.



This Teams group will be deleted 30 days after the successful ingest of the records into the Digital Preservation system

Alternatively the zipped file transfer can be delivered through the use of a physical Hard Drive or USB. If encrypted, please make sure that the password is supplied alongside the device. The physical hard drive or USB will be returned to you for cleansing after the transfer has taken place.