

## Exported Florida Digital Archive Packages

Per your institution's request, the Florida Digital Archive has delivered your institution's exported Archival Information Packages to your institution's requested destination (AWS drive, external hard drive, FLVC FTP server). The following information provides details about exported packages and specific information about each delivery mechanism.

Your institution's destination location contains your Archival Information Packages and an inventory file named export-YYYY-MM-DDtimestamp.csv.

The naming convention for the Archival Information Packages is [FDA IEID]-[version].tar:

- The FDA IEID is the unique FDA Intellectual Entity Identifier assigned by the FDA,
- The version is an internal version number (each dissemination of a package reprocesses the package and increments the version number, with 000 being the initial ingest version). Note that the FDA does not retain earlier versions of packages.

### Viewing the contents of an Archival Information Package (AIP)

Before confirming receipt and verification of understandability of your AIPs, you should do the following:

- Examine the manifest or inventory file of packages on the drive. The file is in .csv format and can be downloaded and opened by Excel. The file contains seven columns:
  - Institution: (the account into which the package was archived)
  - File-Name: the name of the Archival Information Package
  - Timestamp: the date/time when the export of the package to the hard drive was completed
  - Package-Name: the name of the package/directory that was originally submitted to the FDA for archiving. This is generally your institution's version of an accession number
  - MD5-Checksum: the checksum of the exported AIP file computed using the MD5 algorithm
  - SHA1-Checksum: the checksum of the exported AIP file computed using the SHA1 algorithm.
  - File-Size: the size in bytes of the exported AIP file
- Extract at least a sample of AIP tarfiles (see linux/unix tar documentation) and examine the contents of the AIPs. The AIP structure is as follows:
  - A sip-files subdirectory that contains all of the original files that your institution has submitted to the FDA for archiving.
  - A descriptor.xml file, which is the PREMIS-in-METS file that describes all preservation actions executed against the AIP and its contents. Complete documentation of the AIP descriptor file is included in this documentation, along with the DAITSS Data Entity Dictionary that describes how the data is used in DAITSS software. Note that the AIP descriptor file does not contain an audit trail of fixity checks performed on the AIP.

- One or more xlmres-[ version].tar files that contain all XML schema referenced by the original SIP descriptor file and downloaded by DAITSS at the time of processing. In other words, these are the versions of schema referenced by the SIP descriptor which can aid in understandability of your Archival Information Package.
- [Optional] an aip-files directory that contains normalized versions of your original files created by DAITSS software according to stated Action Plans for relevant file formats. For example, aip-files might contain a \*norm\*.pdf file, which would be a PDF A/1b version of the originally submitted PDF file. (The AIP descriptor file documents all normalization activities performed on submitted content files.)

### Logging into the FTP Space Retrieving your Data from the FTP Space

The login credentials for the FTP space will be the same as those used to deposit packages, but the server address is different: the FTP server for exported packages is fclnx31.fcla.edu. Please contact [help@flvc.org](mailto:help@flvc.org) if you have any difficulties logging in.

***FLVC requires that you retrieve your data from the FTP space within seven days.***

FLVC strongly recommends that you make at least one backup copy of the provided external hard drive. While FLVC will no longer be responsible for preservation of your materials, we strongly recommend that you develop and articulate a new preservation plan for these materials. You can refer to the [FALSC Digital Preservation Resource Guide](#) for additional information.

### Handling the contents of the provided External Hard Drive

FLVC strongly recommends that you make at least one backup copy of the provided external hard drive. While FLVC will no longer be responsible for preservation of your materials, we strongly recommend that you develop and articulate a new preservation plan for these materials. You can refer to the [FALSC Digital Preservation Resource Guide](#) for additional information.

### Retrieving your data from your AWS Drive

FLVC strongly recommends that you make at least one backup copy of the provided external hard drive. While FLVC will no longer be responsible for preservation of your materials, we strongly recommend that you develop and articulate a new preservation plan for these materials. You can refer to the [FALSC Digital Preservation Resource Guide](#) for additional information.