

Transferring Data from CD-ROM and DVD-R/W

Transferring Records to the Electronic Records Repository

1. All files located on a CD-ROM should be copied into the Unprocessed Electronic Records Folder.
2. All files located on a DVD-R/W need to be ripped from the DVD.
 - Audio files must be ripped using CDex (Procedure 1.2: Ripping Audio Records Using CDex)
 - Video files must be ripped using Handbrake (Procedure 1.3: Ripping Video Records Using Handbrake)
3. Once files are ripped using CDex or Handbrake, place into the Unprocessed Electronic Records folder. Follow the instructions for generating preservation metadata (Procedure 2.0: Generating Preservation Metadata).
4. Copy all transferred and ripped data into the Preservation Folder
5. Made sure to label each physical CD and/or DVD so they correspond to the files located in the Electronic Records Repository. Also, make a note in the finding aid to indicate the item has been digitized.