Transferring Data from 3.5" Floppies

1. PC floppies can be ripped using the external floppy drive located in the University Archives' corner staff desk (reading room) and placed in the Unprocessed Records Folder under the appropriate record series (Libsysdigi->Archives->Electronic Records Repository->UA->Unprocessed E-Records)

2. Once files are ripped, run these files through the NARA File Analyzer (C drive→Program Files→usnationalarchives-File-Analyzer-74e0b69→bin→fileAnalyzer.jar). If necessary, create a shortcut on the desktop for future use. See the Creating Preservation Metadata tab on the website and document 2.0 for instructions on how to use the NARA File Analyzer.

3. Made sure to label each physical CD and/or DVD so they correspond to the files located in the Electronic Records Repository.