**Creating a sample of electronic records**

The International Partners are asked to prepare an external hard or flash drive with approximately 10% of their electronic records.  Ideally, the sample should be random and contain portions from the various record groups, including a sample of email in PST format and all software formats used in the particular office. Instructions on how to backup and archive email can be found at <https://library.columbia.edu/bts/ford-ifp/technical-documentation.html>.

The selected files should be copied onto an external hard/flash drive. Because we are dealing with a relatively small sample, a flash drive would be sufficient for this task. After copying the files onto this drive, the IP needs to run the makeInventory electronic manifest program on the drive. The program and step-by-step instructions can be downloaded from <https://library.columbia.edu/bts/ford-ifp/technical-documentation.html>.  
  
The International Partners are asked to run the program according to the instructions and email CUL the resulting fileInventory.xml file before sending the physical drive.  This electronic manifest will enable CUL to ensure that the sample files have been copied and transmitted successfully.  
  
The external drive should be shipped to Columbia. Please notify us of the shipping date via email.  
  
If the International Partners have any questions or need help with preparing a sample, they can email CUL.