**Summary Ingest Report**

10/01/2012

CUL/IS accepts responsibility for preserving digital objects after they have been transferred into the permanent preservation storage. After receiving digital materials from the content donor, CUL/IS creates an inventory of the digital content and compares it to the electronic manifest submitted by the content donor as part of the transfer, along with performing initial virus checking and checksum verification to make sure that no data loss or corruption occurred during the transfer. CUL/IS may determine that some digital objects cannot be included into the archive and should be resubmitted or removed (e.g. files that fail virus checking or checksum verification).

The purpose of this report is to provide the content donor with a summary of digital materials ingested into the archive and to notify the donor of any action that may need to be taken in order to resolve the issues relating to the submitted materials.

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| **SUBMISSION OVERVIEW** |
| **Project Name:** | International Fellowship Program of the Ford Foundation |
| **Series:** | IV: International Partners |
| **Received From:** | Institute of International Education |
| **Date Received:** | 7/10/2012 |
| **Description of Original Transfer Media:** | 1 Hard Drive (iOmega eGo, 1 TB) |
| **No. of Files Received:** | 19012 |
| **Data Size:** | 22.2 GB |
| **Languages:** | English |
| **Access Restrictions:** | Unrestricted, Restricted, Onsite |
| **Description of Materials:** | Administrative records of the office; materials dealing with recruitment, selection, and monitoring of the fellows; reports and other materials relating to publicity and advertising. |
| **File Types:** | Text, Data, Audio, Video, Image, Spreadsheet, Database, Web, Settings, Compressed |
| **File Formats:** | .js, .db, .avi, .bmp, .btr, .bup, .cdr, .cnf, .css, .dat, .doc, .docx, .dot, .exe, .flp, .gif, .htm, .ico, .ifo, .inf, .ini, .jpe, .jpg, .jpeg, .mdb, .mht, .mov, mp3, .mpg, .msg, .odc, oft, .opf, .pdf, .php, .png, .ppt, .pptx, .psd, .pst, .rar, .rdp, .rtf, .shs, .utf8, .thm, .tif, .tmp, .txt, .url, .vob, .wbk, .wmf, .mswmm, .wmv, .wmz, .xls, .xml, .zip, unknown |
| **INGEST** |
| **Media Issues:** | No |
| **No. of Files Accepted:** | 18503 |
| **Content Ingest Issues:** | 1. 712 files were not accepted to the archive (11 folders and 1 file were removed since the content was determined to have no value to the archive)2. Files from 26 compressed folders (.RAR, .ZIP) were extracted and added to the archive3. 303 files had paths exceeding maximum allowed limit of 260 characters, therefore 32 folders and 89 files were renamed |
| **PRESERVATION** |
| **Preservation Concerns:** | None |
| **ACTIONS REQUIRED** |
| **Resubmit:** | *Please consider a possibility to resubmit the following files:* |
| **Permission to Remove:** | *We ask for your permission to remove the following files from the archive:* |
| **Permission to Move Files:** | *We believe that the following files should be moved to XXX folder:* |
| **Change of Access Restrictions:** | *Please consider a possibility to change access permissions for the following materials:* |