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**Titel:** Delivery of research data to Rigsarkivet online

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## Introduction

Institutions and researchers can submit some types of data to the National Archives online. This document describes the submission process, including:

- Conditions for submitting online
- Registration before delivery
- Upload to the file server
- Data Reception and approval

## Support

If you have questions or problems with the delivery, you are very welcome to contact the National Archives' Collection Unit (INDSAM) or write to us at [netafleivering@sa.dk](mailto:netafleivering@sa.dk).

Remember to state your delivery ID number, AVID, in all inquiries.

The contact person and AVID number can be found in the delivery instructions you have received.

## Conditions

In order to submit online, you must be able to meet the prerequisites and procedures described in this document, including these conditions:

- **Size**  
The delivery (i.e. data including all metadata) must not exceed 1 TB in total
- **No sensitive data**  
The delivery must not contain trade secrets, personal data or other data of a sensitive nature
- **Encryption and the law**  
It is your responsibility as data controller to ensure that the data you send using this service, including metadata in context documents and index files, is encrypted and that sending the data does not contravene any of your legal obligations, e.g. towards the supplier of the IT operating solution, which usually has to be documented.





- **Communications**

You must be able to send and receive secure digital mail.

- **Application and IP address for file transfer**

You must use an application that can send data over the Internet using the SFTP protocol.

We recommend FileZilla: <https://filezilla-project.org/> , or FTP Rush:

<https://www.wftpserver.com/ftprush.htm> , which are well known and tested.

The actual transfer of data to the National Archives' server must take place from a device with a Danish IP address or the connection will fail.

- **Encryption tool**

All data submitted must be encrypted. The encryption choices differ slightly from those in bek.128, which apply to the physical deliveries and which target encryption of media.

Data for delivery over the internet must be encrypted based on one of the following three methods:

Format	Guide med procedure
Zip	<a href="https://download.cnet.com/7-Zip-64-bit/3000-2250_4-10905593.html">https://download.cnet.com/7-Zip-64-bit/3000-2250_4-10905593.html</a>  Encryption <a href="https://www.guidingtech.com/35886/encrypt-zip-files/">https://www.guidingtech.com/35886/encrypt-zip-files/</a>
Veracrypt	<a href="https://www.veracrypt.fr/code/VeraCrypt/">https://www.veracrypt.fr/code/VeraCrypt/</a>
VHD	<a href="https://learn.microsoft.com/en-us/windows-server/storage/disk-management/manage-virtual-hard-disks">https://learn.microsoft.com/en-us/windows-server/storage/disk-management/manage-virtual-hard-disks</a>  Encryption <a href="https://www.tenforums.com/tutorials/138500-create-bitlocker-encrypted-container-file-vhd-vhdx-windows.html">https://www.tenforums.com/tutorials/138500-create-bitlocker-encrypted-container-file-vhd-vhdx-windows.html</a>

## Registration before Delivery

Follow these steps for registration to receive authentication parameters to the file server and be able to upload the submission:





1. Contact the National Archives via e-mail when you have finished preparing the submission and are ready to hand it in. This can be done either by the data controller, the person who prepared the submission or your external supplier, if you have chosen to use it.

Send this information to [netafleivering@sa.dk](mailto:netafleivering@sa.dk) :

- Title: File upload request
  - Attach: Completed copy of the [National Archives' delivery note](#)
2. When the National Archives has approved that the submitted AVID in the request corresponds to an ongoing delivery case, we will send the following information back to you or your supplier via email:
    - Subject: The National Archives File Server
    - AVID: <XXXXX>
    - Name of file server/Host: sftp.rigsarkivet.dk
    - File server login name/Username: <XXXXX>
    - Password for login: <XXXXX>
    - Protocol for upload/Port: SFTP on port 22

## Upload to the File Server

You are now ready to upload data to the file server:

1. Log in to the server with the credentials you received in the reply from the National Archives
2. Create a folder named with your AVID. For example: AVID.FD.50334
3. Upload the files to the folder

Remember: The total size of all contents in the folder must not exceed 1 TB

See Appendix 1 with an example of how to use FileZilla for file transfer

## Notification of upload, receipt and approval

### Inform Rigsarkivet after upload

When you have uploaded the files to the folder, you must send a notification to the National Archives via secure email to: [netafleivering@sa.dk](mailto:netafleivering@sa.dk) .





The email must contain:

- Subject: **AVID upload completed**
- AVID: <XXXXXX>
- Filename: <XXXXXX>
- Upload format <zip/Veracrypt/VHD> [ choose your format]
- MD5 control sum of the encrypted data: <XXXXXX>
- Password til encryption: <XXXXXX>

Note that an MD5 checksum of the uploaded encrypted data can be created from a Windows server using:

- certutil -hashfile <file> MD5

Using a Linux system the MD5 can be created using.:

- md5sum <file>

See Appendix 2 to see how the MD5 value can be calculated

## Receipt from the National Archives for delivery

The National Archives will now download data from the file server. When the download is complete and the MD5 checksum matches what is supplied in your e-mail, the National Archives deletes the data from the server and you will then receive a secure e-mail with confirmation of delivery.

If the MD5 checksums do not match, you will be contacted by telephone.

The National Archives will then test the submission both mechanically and visually and return with any comments and corrections.

NB: Remember to save your data until you receive notification that the delivery has been finally approved.

## Login closure

Your login on the server will be automatically closed 4 weeks after the creation date. If a resubmission is required, the account may need to be re-opened if more than 4 weeks have passed. You must therefore start from the beginning in this guide from "Registration".





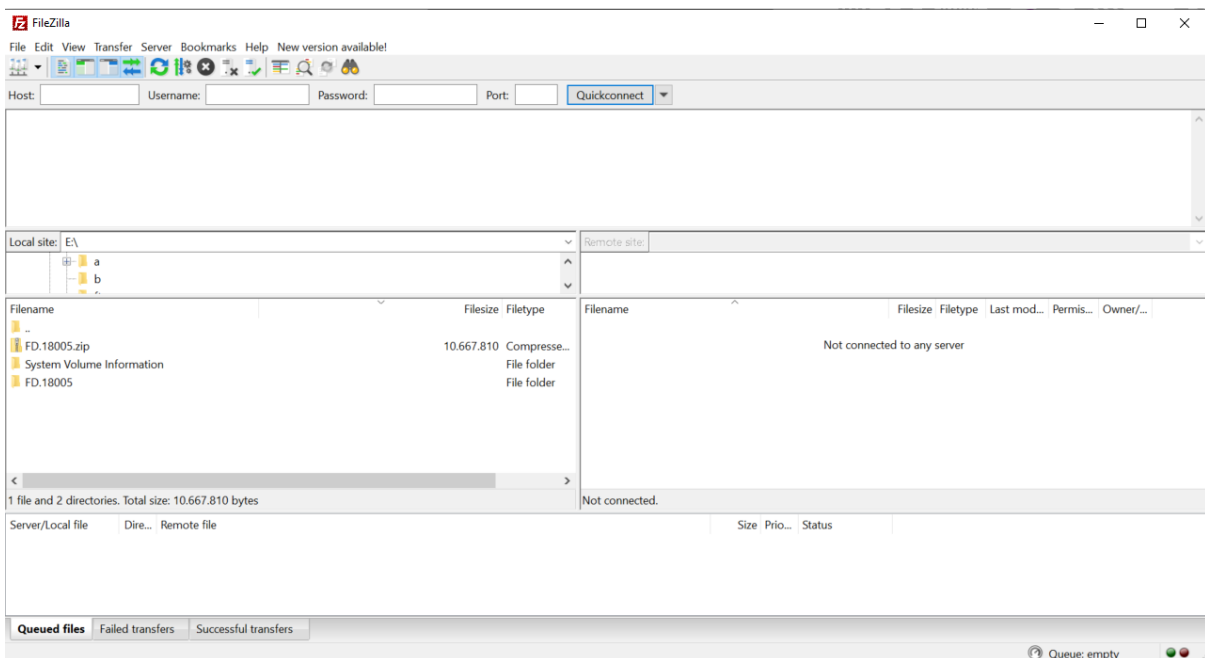
## Appendix 1: Use of FileZilla

This procedure assumes you are using a Windows personal computer.

FileZilla may already be provided by Windows administrator. If not and you are allowed to install applications yourself then download and install from <https://filezilla-project.org/download.php?platform=win64>

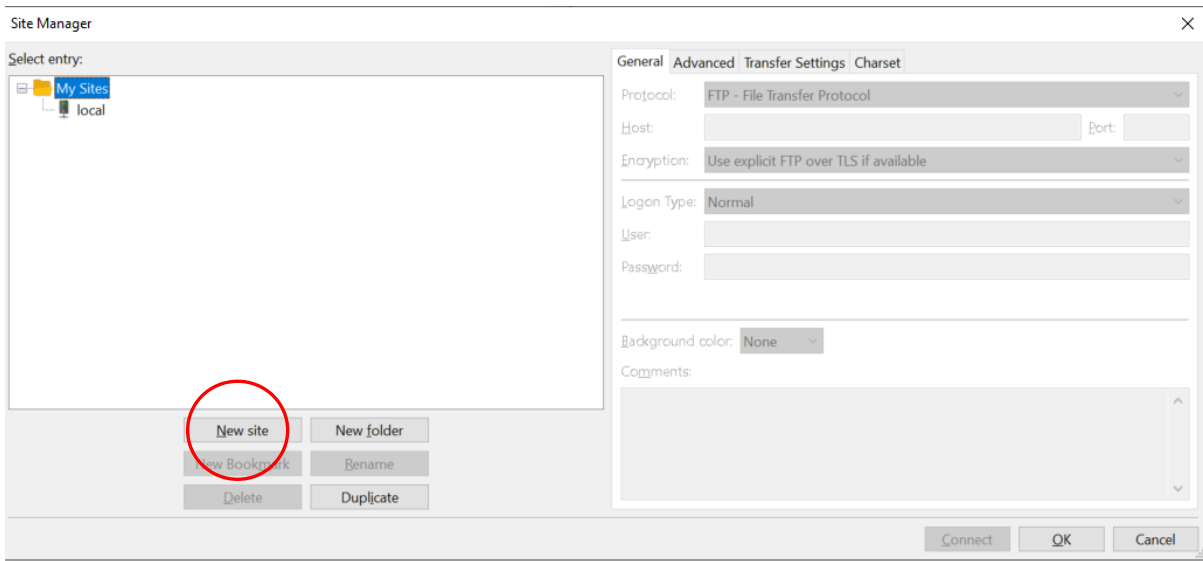
Firstly, click the windows start graphical interface at the bottom left hand of the screen.

Type in "FileZilla" and start a "FileZilla app".



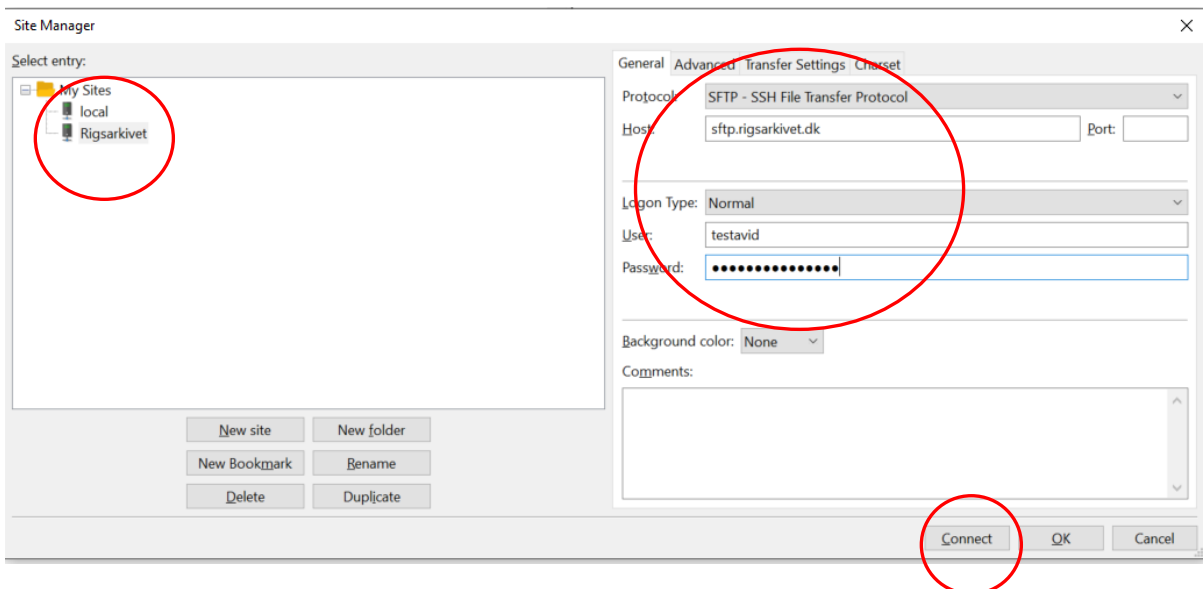
Enter Ctrl +S to start the Site Manger





Click "New Site"

- Rename the Site to "Rigsarkivet"
- Choose the Protocol "SFTP – SSH File transfer Protocol"
- Enter the hostname "sftp.rigsarkivet.dk"
- Enter the username you have been provided. In this case "testavid"
- Enter the password you have been provided

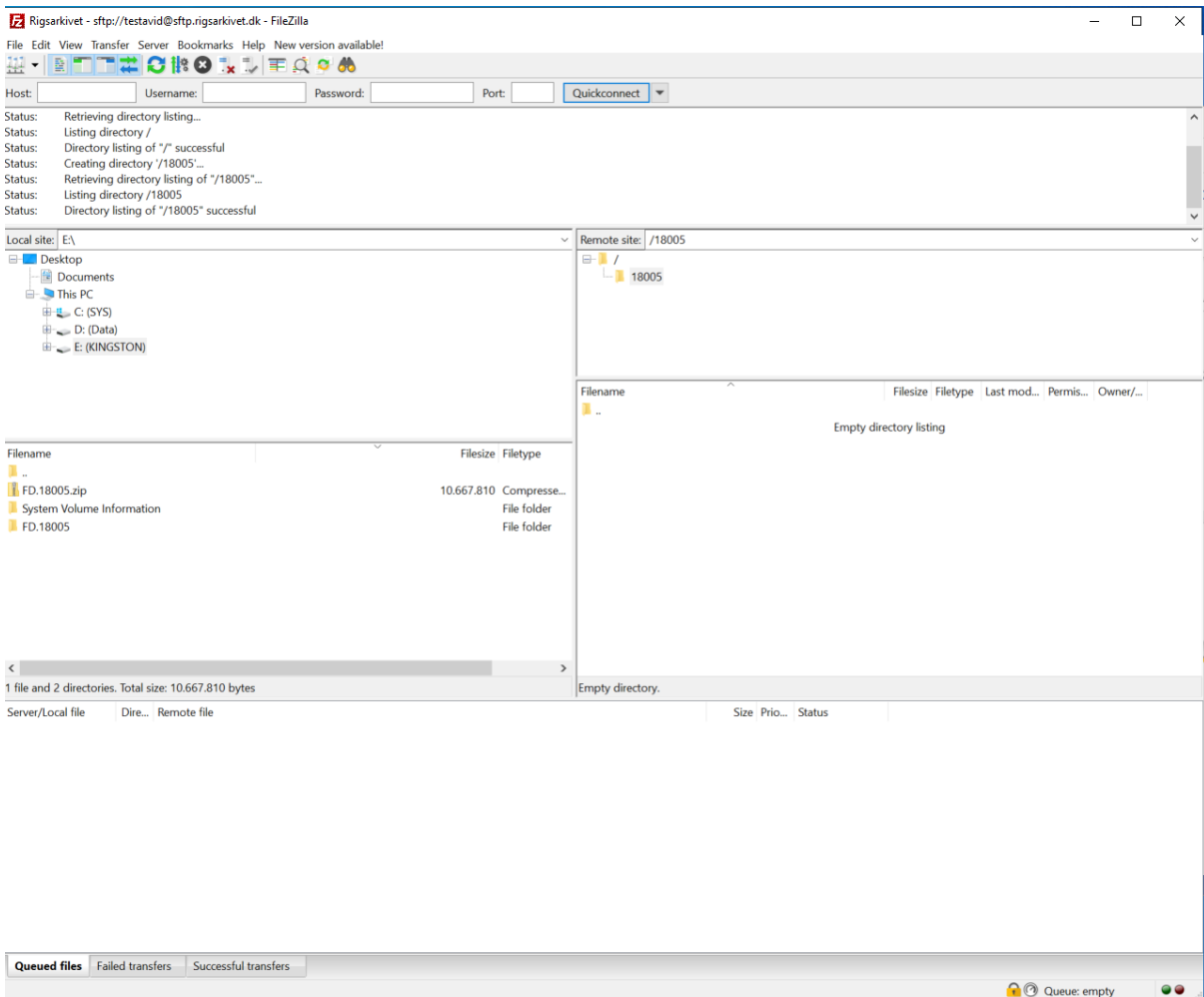


Click the "Connect" button to make the connection





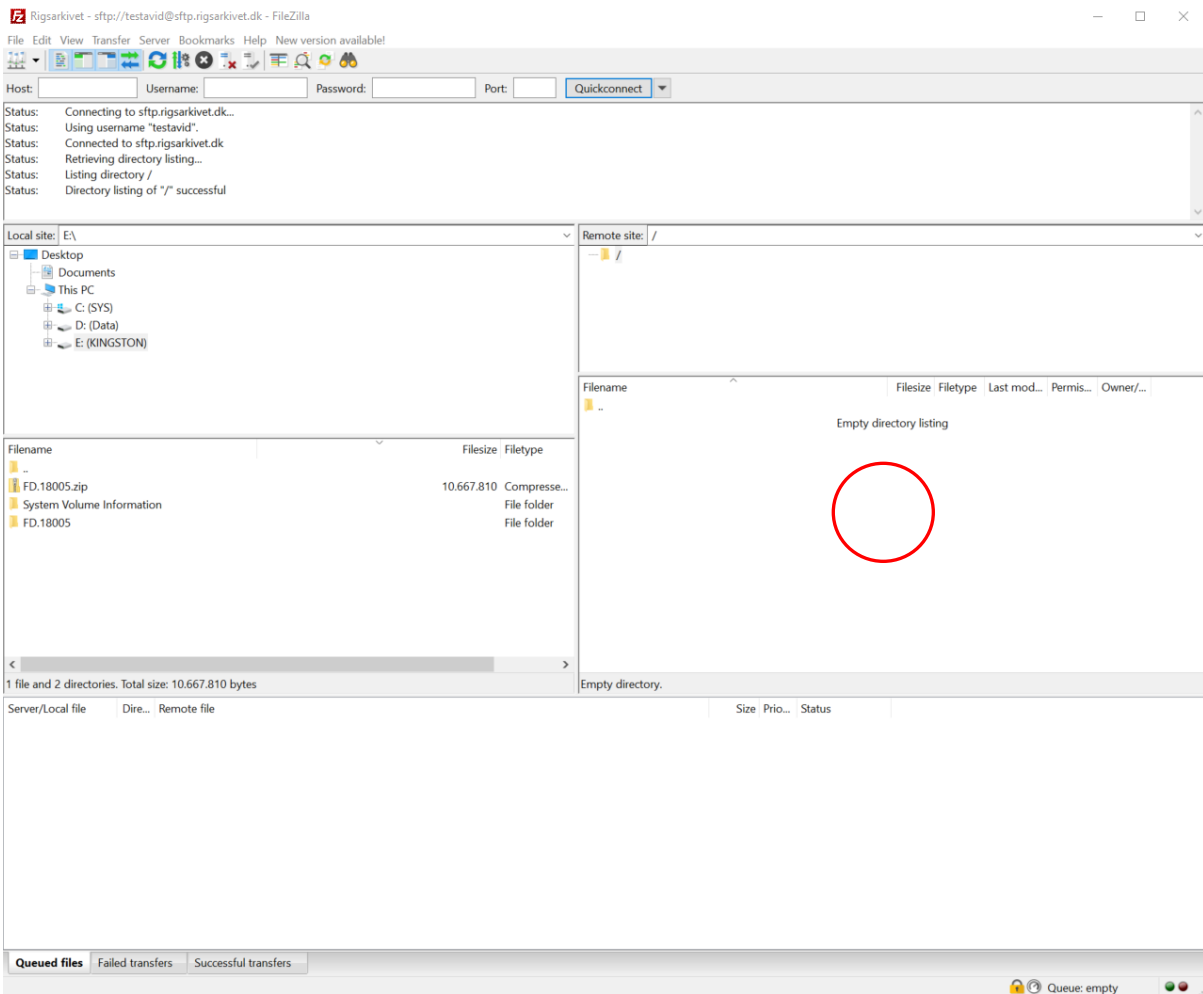
The connection will be made and the directories available displayed



On the lower screen of the "Remote site". Right click an empty space and drop down to "Create Directory"



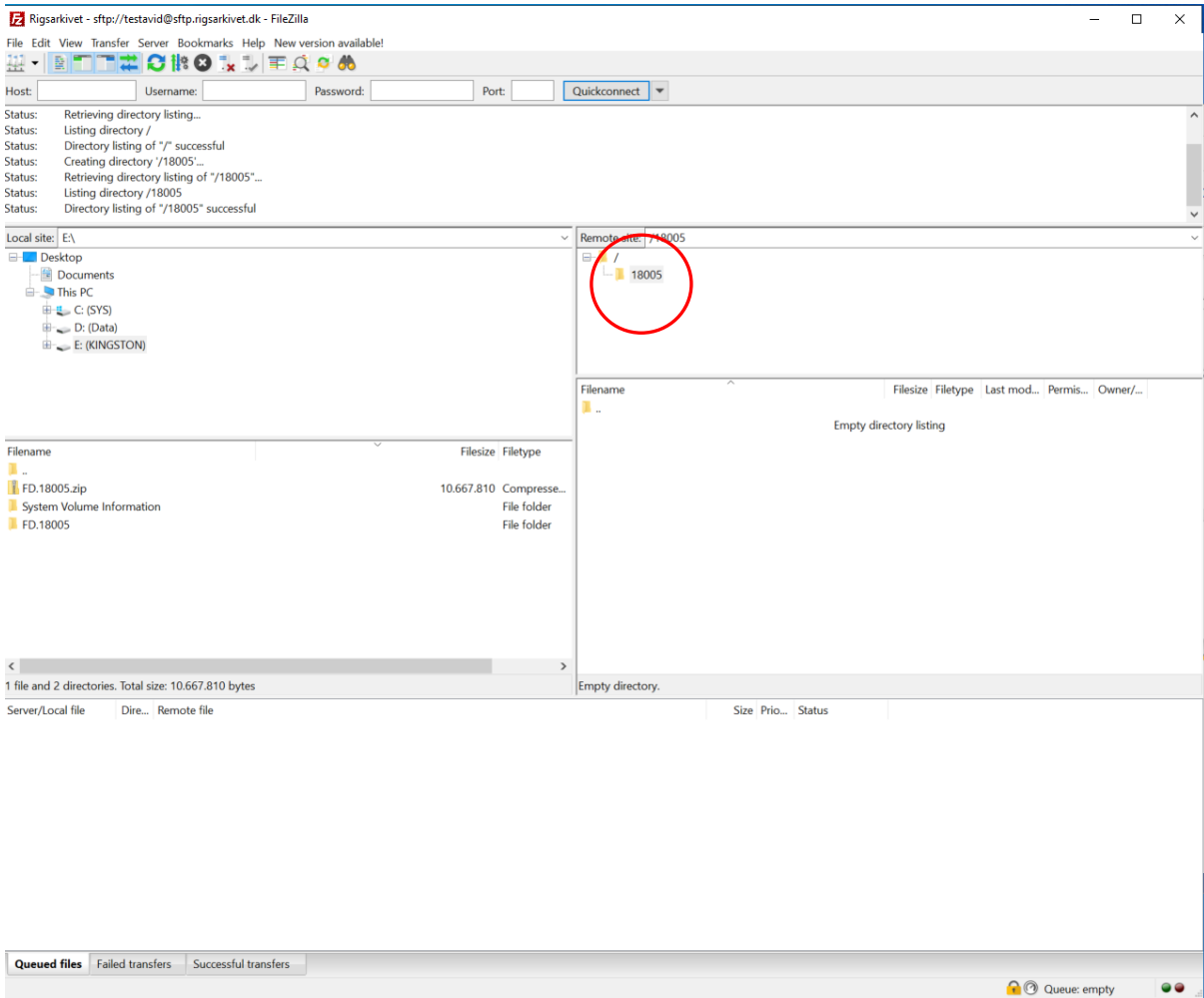




As prompted name it with the number of your information package

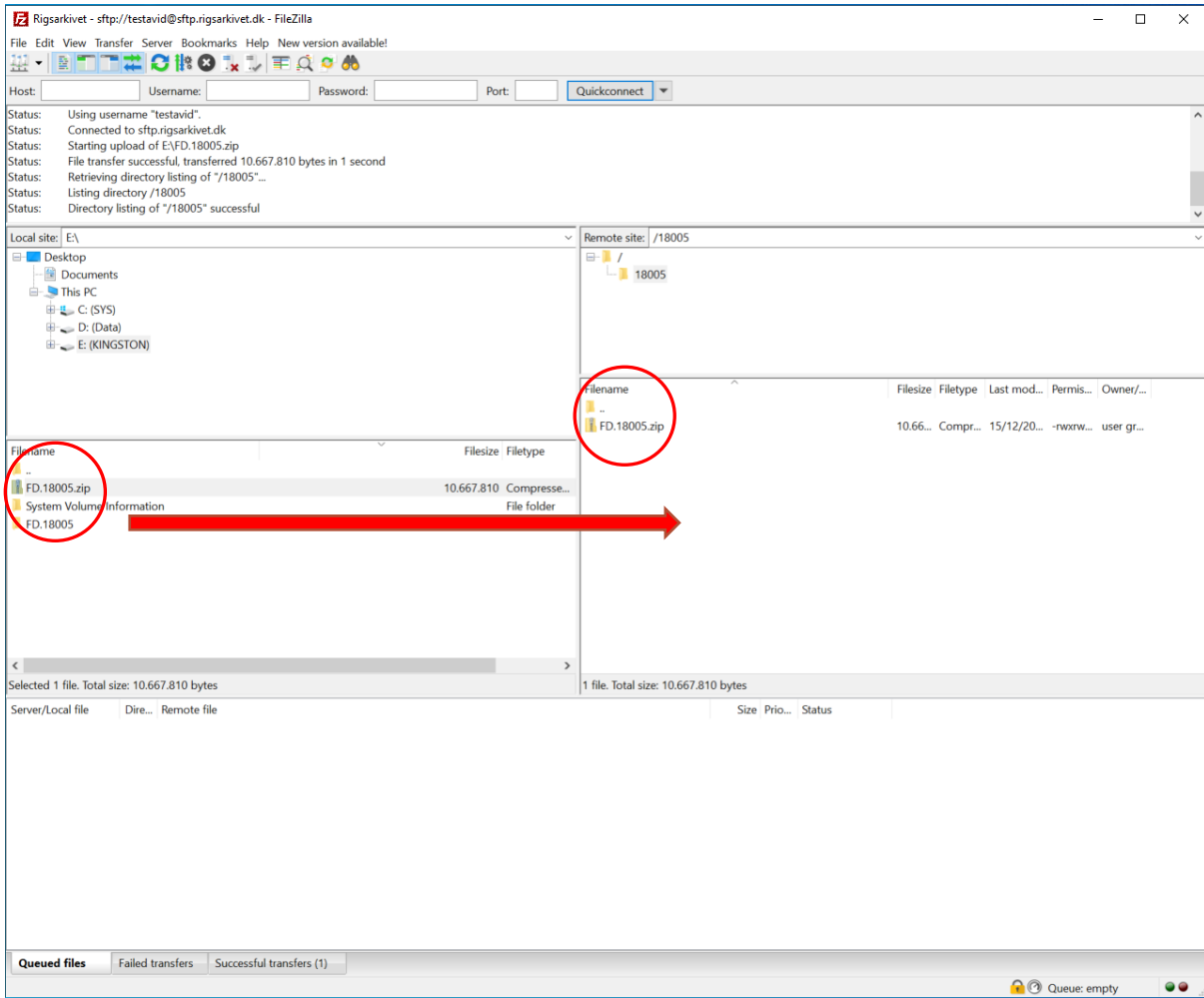
Double click on it to enter the directory





Now from the "Local Site" screen drag your Information Package [FD.18005.zip] to the "remote site" screen. That is from left to right. The file will be transferred.





You can now Enter "CTRL +Q" to close the FileZilla application.





## Appendix 2: Generating an MD5 sum

This procedure assumes you are using a Windows personal computer.

Firstly, click the windows start graphical interface at the bottom left hand of the screen.

Type in "command" and start a "Command Prompt".

Note: You can also use "Powershell" as an alternative.

Ensure you have access to the Information Package by issuing the command

"dir FD\*"

Note that if you need to change drive issue a command like:

C: or D:

If you need to change the directory issue a command like:

```
cd \tmp
```

or

```
cd \users\henry\desktop
```





```
Command Prompt

C:\tmp>dir FD*
Volume in drive C is SYS
Volume Serial Number is DEFF-2775

Directory of C:\tmp

15/12/2023  13.18          10.667.810  FD.18005.zip
             1 File(s)      10.667.810 bytes
             0 Dir(s)     87.084.843.008 bytes free

C:\tmp>
```

Note that the file should be password protected at this stage

Now calculate a MD5 sum for this file using the “certutil” utility using the command

certutil -hashfile <filename> MD5

```
Command Prompt

C:\tmp>dir FD*
Volume in drive C is SYS
Volume Serial Number is DEFF-2775

Directory of C:\tmp

15/12/2023  13.18          10.667.810  FD.18005.zip
             1 File(s)      10.667.810 bytes
             0 Dir(s)     87.084.843.008 bytes free

C:\tmp>certutil -hashfile FD.18005.zip MD5
MD5 hash of FD.18005.zip:
8f2ab9f3b8b7875bcd1d4e6973d2c7b4
CertUtil: -hashfile command completed successfully.

C:\tmp>
```





Command Prompt

```
C:\tmp>dir FD*
Volume in drive C is SYS
Volume Serial Number is DEFF-2775

Directory of C:\tmp

15/12/2023  13.18          10.667.810  FD.18005.zip
             1 File(s)        10.667.810 bytes
             0 Dir(s)    87.084.843.008 bytes free

C:\tmp>certutil -hashfile FD.18005.zip MD5
MD5 hash of FD.18005.zip:
8f2ab9f3b8b7875bcd1d4e6973d2c7b4
CertUtil: -hashfile command completed successfully.

C:\tmp>
```

Note the value of the MD5 sum and use it in your communication to Rigsarkivet support

