



Public Record Office Standard

PROS 99/007 (Version 2)

Specification

5

PROS 99/007 has been replaced by [PROS 19/05 Create, Capture and Control Standard](#).

Public offices that have implemented and configured a system in accordance with PROS 99/007 requirements — namely VERS Version 2 VEO creation — can continue to refer to the standard and its associated specifications and advices for the life of the system.

Public Record Office Victoria will continue to:

- Accept digital record transfers in VERS Version 2 VEO format.
- Test current vendor products against the PROS 99/007 requirements up until 30 June 2021. (After this time, PROV will only test vendor VEO creation validity for VERS Version 3 VEOs against PROS 19/05 requirements).

Vendors may continue to self-certify versions of their current products against PROS 99/007 up until 30 June 2025.

Last updated: 25 March 2020



Public Record Office Standard

PROS 99/007 (Version 2)

Specification 5

Export of Electronic Records to PROV
PROS 99/007 (Version 2) Specification 5



*Department for
Victorian Communities*

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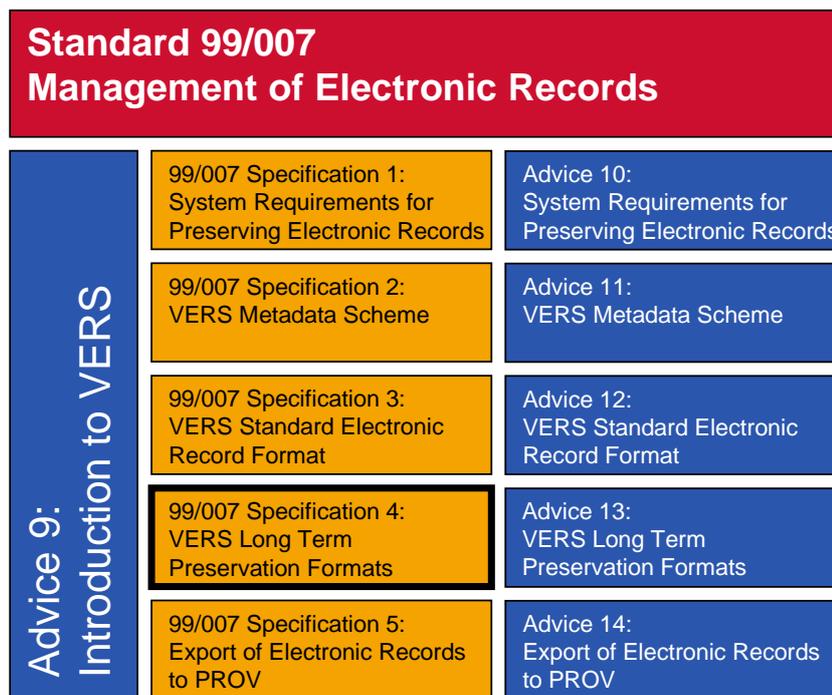
Further copies of this document can be obtained from the PROV Web site
<http://www.prov.vic.gov.au/>

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Version	Version Date	Details
2.0	31 Jul 03	Released
2.1	30 Jun 06	Updated to reflect digital archive requirements

The Victorian Electronic Records Strategy (VERS)

This document is a specification that supports the Victorian Electronic Records Strategy (VERS) Standard (PROS 99/007). The relationship between the VERS Standard, the Specifications that support this Standard, and the Introduction and Advices that explain VERS is shown below.



These documents have the following purposes:

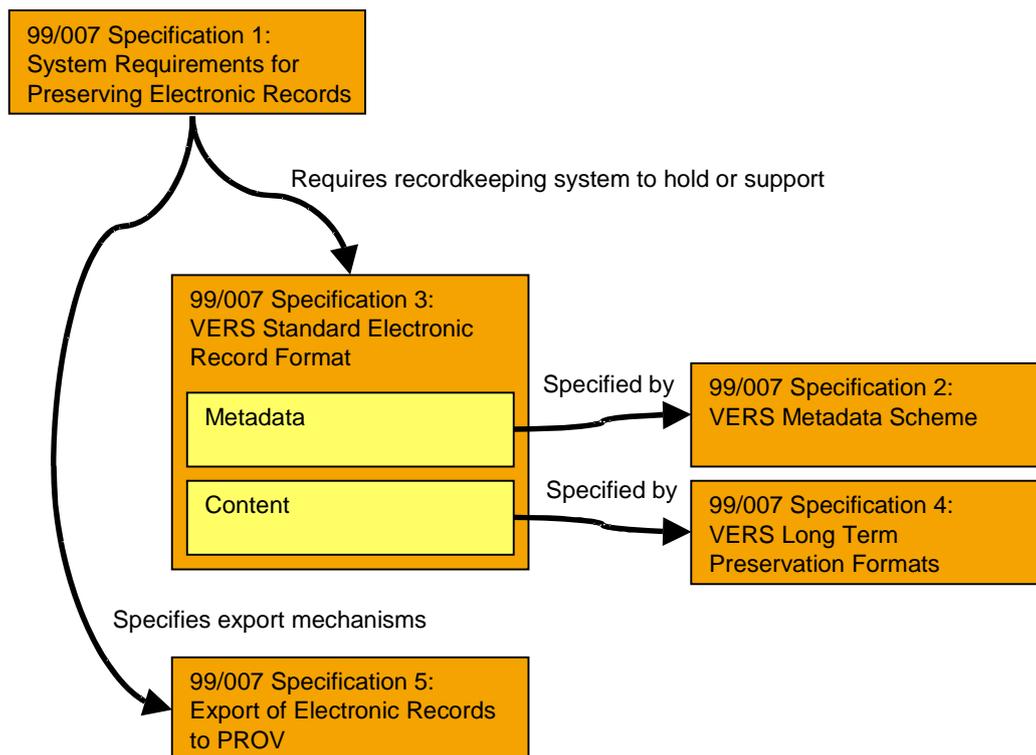
- *Management of Electronic Records.* This document is the Standard itself and is primarily concerned with conformance. The technical requirements of the Standard are contained in five Specifications.
- *Introduction to VERS.* This document provides background information on the goals and the VERS approach to preservation. Nothing in this document imposes any requirements on agencies.
- *Specifications.* These five documents provide the technical requirements that support the Standard. Agencies *must* conform to the mandatory requirements of the specifications, *must* conform to the conditional requirements of the specifications if the appropriate conditions are satisfied, and *may* conform to the optional requirements. Some optional requirements are strongly recommended and these are noted as such.

The five Specifications are:

- *Specification 1: System Requirements for Preserving Electronic Records.* This document specifies the overall functions that a recordkeeping system must perform to preserve electronic records for a substantial period.
- *Specification 2: VERS Metadata Scheme.* This document specifies the metadata that a recordkeeping system must hold to conform to VERS.
- *Specification 3: VERS Standard Electronic Record Format.* This document contains the technical definition of the VERS Encapsulated Object (VEO) format; the mandatory long-term format for records.

- *Specification 4: VERS Long Term Preservation Formats.* This document lists the data formats that PROV accepts as suitable for representing documents for a significant period.
 - *Specification 5: Export of Electronic Records to PROV.* This document lists the approved media and mechanisms by which PROV will accept an export of electronic records.
- *Advice.* These six documents provide background information, explanatory material, and examples in support of the Standard and associated Specifications. None of the information in the Advices imposes any requirement on agencies.

Relationship between Specifications. A second view of the relationship between the five Specifications is shown in the following diagram:



Specification 1 (System Requirements for Preserving Electronic Records) details the overall requirements on a recordkeeping system for preserving electronic records over a significant period. Amongst other requirements, the recordkeeping system must be capable of exporting the records in a standardised format.

The overall features of this standardised format are defined in *Specification 3 (VERS Standard Electronic Record Format)*, but some details are defined in two other Specifications. *Specification 2 (VERS Metadata Scheme)* defines the meaning and allowed values of the metadata that appears in a record. *Specification 4 (VERS Long Term Preservation Formats)* defines the formats in which the record content must be expressed.

Specification 5 (Export of Electronic Records to PROV) defines the mechanisms by which records are exported to PROV.

Relation to Version 1 of this Standard. This version of the VERS Standard completely replaces Version 1 of the Standard. Version 2 is identical in its base requirements, but makes those requirements clearer and more explicit. It also contains a number of conditional and optional extensions to Version 1.

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1 Introduction

The purpose of this Specification is to specify the mechanisms used to export electronic records to PROV.

This covers four aspects:

- The Manifest that documents are export to PROV
- The physical mechanism of exporting (i.e. media formats accepted by PROV).
- The encoding of the VEOs on the physical export media.
- The mechanism by which acceptance by PROV of the responsibility for preserving an Electronic Record is indicated to an agency.

The Specification does NOT cover the broader process of transferring records to PROV. This broader process includes, for example, negotiation about what records are to be transferred and when, decisions about whether the records will be open for public access, the preparation of documentation on the records, and similar tasks. For information about this broader process, please see

- PROS 97/004, Transfer and Storage of Public Records (and associated specifications)
- Guidelines for the Documentation and Transfer of Permanent Records to Public Record Office Victoria
- Transferring Electronic Records to PROV

These documents are available from the PROV web site (<http://www.prov.vic.gov.au/records/standards.asp> visited 29 June 2006).

In particular, it should be noted that the receipt of the acceptance message by the agency simply indicates that custody of the records has been accepted by PROV and that PROV has taken responsibility for the preservation of those records. The message does not indicate anything about the processing of the transfer within PROV.

PROV expects that the formats and mechanisms used to export electronic records to PROV will change over time. Over a period of time it is expected that the media accepted will change. Media formats have a life cycle and PROV will only accept media in its mature, widely deployed part of the life cycle. For example, 1/2 inch tape is obsolete and consequently expensive to accept. CDs are currently a mature technology which is widely deployed.

2 Internet Export Mechanisms

This part of the Specification covers the digital export of electronic records to PROV over the internet.

PROV's digital archive supports electronic transfer using the WEBDAV protocol [\[WEBDAV\]](#). The digital archive is WEBDAV Class 1 compliant.

To transfer VEOs over the internet, an agency must:

- Come to an agreement about the proposed transfer with the Record Services Group at PROV.
- Generate a collection of representative VEOs for testing by PROV along with a sample Manifest. At least two VEOs will be required (a File VEO and a Record VEO).
- Create a Manifest for the Set that is being transferred. The form of a Manifest is defined in section 4.
- Send an email to the transfer archivist at PROV, attaching the Manifest. The transfer archivist will create a Set to receive the VEOs listed in the Manifest. The transfer archivist will respond with the
 - URL of the inbox used to receive the VEOs in that Set
 - the Set name (user name)
 - password.
- Log into the inbox using the supplied URL, Set name, and password.
- Copy the VEOs in the Set to the inbox. All of the VEOs in the Set must be placed in the one WEBDAV collection. Do not create subdirectories.
- Copy an 'end-of-Set' trigger file to the inbox. This must be performed after all the VEOs in the Set have been copied to the digital archive as it signals to the digital archive to begin processing the Set. An 'end-of-Set' trigger file is a file with the name 'end_of_set.trigger'. It has no contents (i.e. zero length).
- Notify the transfer archivist that the VEOs have been copied to the digital archive.
- When PROV has accepted custody of the VEOs, the transfer archivist will send an acceptance report. The acceptance report is defined in section 5. This may take several weeks due to the requirements for validation, quarantine, archival quality assurance, and final approval. An agency must not destroy their copy of a record until PROV has accepted custody of the record using an acceptance report.
- It is possible that not all VEOs will be accepted by the digital archive. Reasons for non-acceptance include:
 - Malformed VEOs
 - Duplication of VEOs
 - VEOs infected by viruses
 - Transfer of VEOs that are not covered by the transfer agreement

It is the agency's responsibility to correct, if possible, the errors that caused the VEOs to be rejected. The VEOs that have not been accepted must then be resubmitted to PROV. This will involve the submission of a new Set, including the creation of a new Manifest and new inbox. This process will continue until all of the VEOs have been successfully accepted by PROV.

3 Physical Export Mechanisms

This part of the Specification covers the physical export of electronic records to PROV. PROV will only accept electronic records when written on approved media.

To export VEOs to PROV using physical media, the agency must:

- Come to an agreement about the proposed transfer with the the Documentation and Disposal Team at PROV.

- Comply with the documentation and transfer requirements described in the Guidelines for Transfer. (see <http://www.prov.vic.gov.au/records/standards.asp> visited 29 June 2006).
- Generate a collection of representative VEOs for testing by PROV along with a sample Manifest. At least two VEOs will be required (a File VEO and a Record VEO).
- Create a Manifest for the Set that is being transferred. The form of a Manifest is defined in section 4.
- Send an email to the transfer archivist at PROV, attaching the Manifest. The transfer archivist will inform you when the Set can be accepted.
- Create the Set on the transfer media and ship them to the transfer archivist at PROV.
- When PROV has accepted custody of the VEOs, the transfer archivist will send an acceptance report. The acceptance report is defined in section 5. This may take several weeks due to the requirements for validation, quarantine, archival quality assurance, and final approval. An agency must not destroy their copy of a record until PROV has accepted custody of the record using an acceptance report.
- It is possible that not all VEOs will be accepted by the digital archive. Reasons for non-acceptance include:
 - Malformed VEOs
 - Duplication of VEOs
 - VEOs infected by viruses
 - Transfer of VEOs that are not covered by the transfer agreement

It is the agency's responsibility to correct, if possible, the errors that caused the VEOs to be rejected. The VEOs that have not been accepted must then be resubmitted to PROV. This will involve the submission of a new Set, including the creation of a new Manifest and new transfer media. This process will continue until all of the VEOs have been successfully accepted by PROV.

3.1 Labelling of Media

All media sent to PROV must be uniquely labelled internally and externally.

The required external physical label format is:

<Transfer Job Id> <Agency Id> <Date> <Disc No>/<Total Discs>
(e.g. 'TR 6/2006 VA123 20030319 1/3')

where:

- *Transfer Job Id* is the PROV assigned transfer job identifier
- *Agency Id* is the PROV assigned agency number
- *Date* is the date the media was written in the format 'YYYYMMDD'
- *Disc No* is the sequence number of this piece of media produced in the run
- *Total Discs* is the total number of discs produced in that run.

The required internal label for CDs or DVDs is the existence of a file in the root directory of the CD or DVD. The file is to be named 'Label.txt'. The contents of this file are to be the same as the external label format specified above.

When writing a tape, the internal label must conform to the 'ANSI' label format [\[ISO1001\]](#) if the software and hardware producing the tape supports that format.

3.2 Media accepted by PROV

3.2.1 Compact discs

The specifications of the CDs acceptable to PROV as transfer media are:

- *CD Type.* CD-R (Recordable) or CD-RW (Rewritable or Eraseable).
- *CD Capacity.* 63, 74, or 80 minute CDs only, with 74 minute CDs preferred. Higher capacity CDs (e.g. 90 minutes) are not acceptable.
- *Manufacturer.* 'No name' (i.e. CDs without a brand name) are not accepted.
- *File System.* ISO 9660 (but not ISO 9660:1999), Universal Disk Format (UDF), and Joliet file systems are accepted., ISO 9660:1999, Macintosh HFS or Rock Ridge file systems are not acceptable.
- *Labelling.* All pieces of media must be uniquely labelled with a CD safe marker (i.e. felt-tip pen with water or alcohol based inks) on the label side. Printed sticky labels are not acceptable. Marking with felt-tipped pens with solvent-based inks is not acceptable.
- *Packaging.* All CDs are to be individually packaged in jewel cases.

3.2.2 DVDs

The specifications of the DVDs acceptable to PROV as transfer media are:

- *DVD Type.* DVD-5 (4.7 gigabyte, single sided, single layer). Media type: DVD+R or DVD-R using recordable-only discs. Rewritable or erasable discs are not acceptable.
- *Manufacturer.* 'No name' (i.e. DVDs without a brand name) are not acceptable.
- *Labelling.* All pieces of media must be uniquely labelled with a DVD safe marker (i.e. felt-tip pen with water or alcohol based inks) in the clear inner ring of the DVD. Printed sticky labels are not acceptable. Marking with felt-tipped pens with solvent-based inks is not acceptable.
- *Packaging.* All DVDs are to be individually packaged in jewel cases.

3.2.3 DDS tape

The specifications of DDS tape acceptable to PROV as transfer media are:

- *DDS Version.* DDS-1 (2 GB); DDS-2 (4 GB); DDS-3 (12 GB); DDS-4 (20 GB).
- *Compression.* Hardware compression accepted.

3.2.4 LTO tape

The specifications of LTO tape acceptable to PROV as transfer media are:

- *LTO Format.* Ultrium Generation 1 or 2 (LTO-1 or LTO-2). LTO Accellis format is not acceptable.
- *Compression.* Hardware compression accepted.

3.3 Archiving Software

An agency must write the VEOs onto a tape media in the following format:

- TAR or PAX format defined in POSIX [\[ISO9945\]](#).

4 The Digital Archive Manifest

Transfers to PROV are divided into sets of VEOs. Every Set exported to PROV must be accompanied by a Manifest that lists each VEO contained within the Set. A Manifest is prepared irrespective of whether the VEOs are transferred on physical media or via the internet.

4.1 XML Standard

The Manifest is a well-formed XML document that conforms to the XML 1.0 specification [XML]. It will be capable of being validated against the XML schema in section 4.2.

The Manifest will begin with the following XML declaration (see section 2.8 of [XML]):

- The *Version* attribute will be '1.0'.
- The *Encoding Definition* will be 'UTF-8'.
- The *Standalone* control must be set to 'no'.

The Manifest will conform to the XML Namespace specification given in [XMLName].

The dam:set_manifest root element must contain the following attributes:

- xmlns:dam="http://www.prov.vic.gov.au/digitalarchive/"
- xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
- xsi:schemaLocation="http://www.prov.vic.gov.au/digitalarchive/
http://www.prov.vic.gov.au/digitalarchive/setManifest_1_0_0.xsd"

4.2 Manifest Schema

A Manifest is an XML-1.0 document. Its XML Schema definition is available from <http://www.prov.vic.gov.au/vers/standard/versManifest.xsd> and is:

```
<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema
  targetNamespace="http://www.prov.vic.gov.au/digitalarchive/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  xmlns:dam="http://www.prov.vic.gov.au/digitalarchive/"
  elementFormDefault="qualified" attributeFormDefault="unqualified">
  <xsd:annotation>
    <xsd:documentation xml:lang="en">
Digital Archive Set Manifest Schema -
Copyright 2004 Public Record Office Victoria
    </xsd:documentation>
  </xsd:annotation>
  <xsd:simpleType name="SeriesType">
    <xsd:restriction base="xsd:string">
      <xsd:enumeration value="VPRS"/>
    </xsd:restriction>
  </xsd:simpleType>
  <xsd:simpleType name="ConsignmentType">
    <xsd:restriction base="xsd:string">
      <xsd:pattern value="[A-Z]{1,2}"/>
    </xsd:restriction>
  </xsd:simpleType>
```

```

<xsd:simpleType name="MediaType">
  <xsd:restriction base="xsd:string">
    <xsd:enumeration value="CD"/>
    <xsd:enumeration value="DVD"/>
    <xsd:enumeration value="DDS TAPE"/>
    <xsd:enumeration value="LTO TAPE"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="JobId">
  <xsd:restriction base="xsd:string">
    <xsd:pattern value="[A-Z]{2}\s[0-9]{4}/[0-9]{4}">
      <xsd:annotation>
        <xsd:documentation>
          Pattern example: 'TR 2004/0001'
        </xsd:documentation>
      </xsd:annotation>
    </xsd:pattern>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="ComputerFilename">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="256"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="FileIdentifier">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="15"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="VersRecordIdentifier">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="15"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="VeoTitle">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="1024"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="VeoClassification">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="1024"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="VeoAccessCategory">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="1024"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:simpleType name="VeoDisposalAuthority">
  <xsd:restriction base="xsd:string">
    <xsd:maxLength value="1024"/>
  </xsd:restriction>
</xsd:simpleType>
<xsd:complexType name="VeoDateRange">
  <xsd:sequence>
    <xsd:element name="veo_start_date" type="dam:VeoDate"
nillable="true"/>
    <xsd:element name="veo_end_date" type="dam:VeoDate"
nillable="true"/>
  </xsd:sequence>
</xsd:complexType>
<xsd:simpleType name="VeoDate">

```

```

    <xsd:restriction base="xsd:string">
      <xsd:maxLength value="22"/>
    </xsd:restriction>
  </xsd:simpleType>
  <xsd:simpleType name="SizeKB">
    <xsd:restriction base="xsd:nonNegativeInteger">
      <xsd:maxInclusive value='999000000'/>
    </xsd:restriction>
  </xsd:simpleType>
  <xsd:complexType name="ManifestObjectItem">
    <xsd:sequence>
      <xsd:element name="computer_filename"
type="dam:ComputerFilename"/>
      <xsd:element name="file_identifier" type="dam:FileIdentifier"
maxOccurs="unbounded"/>
      <xsd:element name="vers_record_identifier"
type="dam:VersRecordIdentifier" nillable="true"/>
      <xsd:element name="veo_title" type="dam:VeoTitle"/>
      <xsd:element name="veo_classification"
type="dam:VeoClassification"/>
      <xsd:element name="veo_access_category"
type="dam:VeoAccessCategory"/>
      <xsd:element name="veo_disposal_authority"
type="dam:VeoDisposalAuthority"/>
      <xsd:element name="veo_date_range" type="dam:VeoDateRange"/>
      <xsd:element name="size_kb" type="dam:SizeKB"/>
    </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType name="ManifestObjectList">
    <xsd:sequence>
      <xsd:element name="manifest_object_item"
type="dam:ManifestObjectItem" maxOccurs="unbounded"/>
    </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType name="MediaItem">
    <xsd:sequence>
      <xsd:element name="media_written_date" type="xsd:date"/>
      <xsd:element name="media_item_number" type="xsd:integer"/>
      <xsd:element name="media_item_total_number"
type="xsd:integer"/>
      <xsd:element name="media_type" type="dam:MediaType"/>
    </xsd:sequence>
  </xsd:complexType>
  <xsd:complexType name="MediaList">
    <xsd:sequence>
      <xsd:element name="media_item" type="dam:MediaItem"
maxOccurs="unbounded"/>
    </xsd:sequence>
  </xsd:complexType>
  <xsd:group name="CommonTransferElements">
    <xsd:sequence>
      <xsd:element name="created_timestamp" type="xsd:dateTime"/>
      <xsd:element name="agency_id" type="xsd:integer"/>
      <xsd:element name="series_type" type="dam:SeriesType"/>
      <xsd:element name="series_number" type="xsd:integer"/>
      <xsd:element name="job_id" type="dam:JobId"/>
      <xsd:element name="consignment_type"
type="dam:ConsignmentType"/>
      <xsd:element name="consignment_number" type="xsd:integer"/>
      <xsd:element name="manifest_object_list"
type="dam:ManifestObjectList"/>
    </xsd:sequence>
  </xsd:group>

```

```

<xsd:complexType name="MediaTransfer">
  <xsd:sequence>
    <xsd:group ref="dam:CommonTransferElements"/>
    <xsd:element name="media_list" type="dam:MediaList"/>
  </xsd:sequence>
</xsd:complexType>
<xsd:complexType name="ElectronicTransfer">
  <xsd:sequence>
    <xsd:group ref="dam:CommonTransferElements"/>
  </xsd:sequence>
</xsd:complexType>
<xsd:complexType name="SetManifest">
  <xsd:choice>
    <xsd:element name="media_transfer" type="dam:MediaTransfer"/>
    <xsd:element name="electronic_transfer"
type="dam:ElectronicTransfer"/>
  </xsd:choice>
  <!-- choice element forces the XML data to have either one
electronic transfer or one media transfer included -->
</xsd:complexType>
<xsd:element name="set_manifest" type="dam:SetManifest"/>
</xsd:schema>

```

The contents of the leaf elements are as follows:

- Created Time Stamp (dam:created_timestamp). This is the date and time the Manifest was created. The date/time is expressed in the form defined in PROS 99/007 (Version 2), Specification 2, section 14.
- Agency Identifier (dam:agency_identifier). This is the VA number without the leading 'VA'.
- SeriesType (dam:series_type). This element contains the type of the series. This will always be the text string "VPRS".
- Series Identifier (dam:series_number). This is the VPRS number, without the leading 'VPRS'.
- ConsignmentType (dam:consignment_type). This element contains the type of the consignment. The value must consist of one or two alphabetic characters. Normally this would be the text string "P".
- ConsignmentNumber (dam:consignment_number). This is the consignment number within the series. This must be four digits long, and padded with leading zeros if necessary.
- JobId (dam:job_id). This is the Job Identification number allocated by PROV to identify the whole transfer process. Note that there may be many sets exported within one transfer. The Job Identification number must start with two alpha characters, followed by a space, then 4 numeric characters, a forward slash, and finally four further numeric characters. An example is "TR 2006/0001".
- Computer Filename (dam:computer_filename). This is the file name of the VEO. It is limited to 256 characters long.
- FileIdentifier (dam:file_identifier). This is the contents of the vers:FileIdentifier (M102) element in the VEO. It has a maximum length of 15 characters. If the vers:FileIdentifier element is longer than this it should be truncated at the beginning or end to this length.
- VersRecordIdentifier (dam:vers_record_identifier). This is the contents of the vers:VERSRecordIdentifier (M103) element in the VEO. It has a maximum length of 15 characters. If the vers:VERSRecordIdentifier element is longer than this it should be truncated at the beginning or end to this length.

- VeoTitle (dam:veo_title). This is the contents of the vers:TitleWords (M35) element. It has a maximum length of 1024 characters. If the vers:TitleWords element is longer than this it should be truncated at the beginning or end to this length.
- VeoClassification (dam:veo_classification). This contains the classification of the VEO. It has a maximum length of 1024 characters; if the value is longer than this it must be truncated at the beginning or end to this length. The value is generated as follows:
 - if the naa:Function (M50) element is present, the value is the concatenation of naa:FunctionDescriptor (M51), naa:ActivityDescriptor (M52), and naa:ThirdLevelDescriptor (M53) with spaces between.
 - If the vers:Subject (M37) element is present, the value is the concatenation of “(”, the vers:KeywordLevel (M38), “ “, the vers:Keyword (M39), the vers:Subject (recursive), and “)”
 - If neither naa:Function (M50) or vers:Subject (M37) element is present, the value is set to “No classification”.
- VeoAccessCategory (dam:veo_access_category). This contains the value of the naa:AccessStatus (M29) element, if present, otherwise the text “Not specified”. It has a maximum length of 1024 characters, and must be truncated to this length if longer.
- VeoDisposalAuthority (dam:disposal_authority). This contains the value of the naa:Sentence (M90) element. It has a maximum length of 1024 characters, and must be truncated to this length if longer.
- VeoDateRange (dam:date_range). This indicates the date range covered by the VEO. It has a mandatory start and end date. The start date is always the date of registration (i.e. naa:DateTimeRegistered (M57) element). If the VEO is a RecordVEO, the end date is empty (i.e. xsi:nil=”true”). If the VEO is a File VEO, the end date is vers:DateTimeClosed (M144), if present, otherwise it is empty (i.e. xsi:nil=”true”).
- SizeKB (dam:size_kb). This contains the size of the VEO in kilobytes (1000 bytes). The maximum size is 999000000 kB.
- Date media written (dam:media_written_date). This is the date the media was written. The date/time is expressed in the form defined in PROS 99/007 (Version 2), Specification 2, section 14.
- Media Piece Number (dam:media_item_number). This is the sequential number of the piece of media within the collection of media for this Set.
- Total media count (dam:media_item_total_number). This is the total number of pieces of media used to export this Set.
- Media Type (dam:media_type). This is the type of media. Valid values are “CD”, “DVD”, “LTO”, and “DDS”.

5 Acceptance of Custody of Electronic Records

Export of an electronic record is not complete until PROV has signalled that it has accepted custody of the record. Until this occurs an agency cannot dispose of its copy of the record. Acceptance of custody by PROV is signalled by the transmission of a Custody Report.

5.1 Custody report

Acceptance of custody of electronic records is indicated by the receipt of a file containing the record identifiers of the accepted VEOs.

In previous versions of this specification, the custody report was known as the acceptance message.

The custody report is a well formed XML document with the following specifications.

5.1.1 XML Standard

The custody report is a well formed XML document that conforms to the XML 1.0 specification [\[XML\]](#). It will be capable of being validated against the DTD in section 5.1.2.

The custody report will begin with the following XML declaration (see section 2.8 of [\[XML\]](#)):

- The *Version* attribute will be '1.0'.
- The *Encoding Definition* will be 'UTF-8'.
- The *Standalone* control must be set to 'no'.

The custody report will contain a document type declaration which follows the XML declaration (see section 2.8 of [\[XML\]](#)):

- The *Name* in the document type declaration must be 'vers:AcceptanceFile'
- The *ExternalId* in the document type declaration will not be present.

The custody report will conform to the XML Namespace specification given in [\[XMLName\]](#).

The vers:AcceptanceMessage root element must contain the namespace definition:

- vers= "<http://www.prov.vic.gov.au/qservice/standard/pros99007.htm>"

Note that this namespace does not point to an XML schema.

5.1.2 Acceptance message DTD

The acceptance file DTD is part of the VERS DTD. The specific definitions are as follows:

```
<!-- ACCEPTANCE MESSAGE DEFINITION -->
<!-- A document with this content is generated to formally accept -->
<!-- responsibility for preserving the contents of VEO -->

<!ELEMENT vers:AcceptanceMessage
  (vers:Version, vers:TransferReference, vers:AcceptanceDate,
  vers:Acknowledgement+)>
<!ELEMENT vers:TransferReference (#PCDATA)>
<!ELEMENT vers:AcceptanceDate (#PCDATA)>
<!ELEMENT vers:Acknowledgement (vers>YourReference, vers:PROVReference?)>
<!ELEMENT vers>YourReference (vers:VEOIdentifier)>
<!ELEMENT vers:PROVReference (vers:VEOIdentifier)>
```

The contents of the elements are as follows:

- *Version*. The version of this acceptance file. Currently this will be "1.0". The element 'vers:Version' is defined as part of the general VERS DTD specified in [PROS 99/007 Specification 3: VERS Standard Electronic Record Format](#).
- *Transfer Reference*. A reference to the transfer documentation. This reference will be allocated by PROV.
- *Acceptance Date*. The date this acceptance was sent.
- *Acknowledgement*. A list of one or more VEOs for which PROV has taken responsibility.
- *YourReference*. The VEO identifier from the VEO being accepted. The element 'vers:VEOIdentifier' is defined as part of the general VERS DTD specified in [PROS 99/007 Specification 3: VERS Standard Electronic Record Format](#).

- *PROVReference*. If PROV changed the VEO identifier in the VEO being accepted, this element will be present and gives PROV identifier for the VEO. It will not be present if the VEO identifier has not been altered. The element 'vers:VEOIdentifier' is defined as part of the general VERS DTD specified in [PROS 99/007 Specification 3: VERS Standard Electronic Record Format](#).

6 References

- [ISO1001] Information processing -- File structure and labelling of magnetic tapes for information interchange, International Organization for Standardization, ISO/IEC 1001:1986.
- [ISO9945] Information technology -- Portable Operating System Interface (POSIX). International Organization for Standardization, ISO/IEC 9945:2003 (also published as IEEE Standard 1003.1-2001).
- [WEBDAV] Extensions for Distributed Authoring – WEBDAV, Golan et al, IETF RFC 2518, February 1999, <http://www.ietf.org/rfc/rfc2518.txt> visited 20 April 2006.
- [XML] Extensible Markup Language (XML) 1.0, second edition, W3C Recommendation, 6 October 2000, <http://www.w3.org/TR/2000/REC-xml-20001006> visited 30 June 2006.
- [XMLName] Namespaces in XML, W3C Recommendation, 14 January 1999, <http://www.w3.org/TR/1999/REC-xml-names-19990114/> visited 30 June 2006.