**SAFE LTA**

**SUBMISSION AGREEMENT**

**Configuration data**

**Producer/Creator details**

Producer/Creator means who preserves digital resources into an electronic archiving system for preservation over long term (in other words, the InfoCert S.p.A. customer).

|  |  |
| --- | --- |
| Name |  |
| VAT no. / Tax Code |  |
| Email |  |
| Public Administration | □ Yes  □ No |

Producer submits digital resources (and their metadata) to be preserved to Safe LTA through an "ingest process," which accepts the submitted data and prepares them for inclusion in the electronic archiving system. The interaction between Safe LTA and the producer is formalized and guided by this "submission agreement

of data" (*submission agreement*), which sets out the details of the interaction such as the type of information to be submitted, the metadata that the producer agrees to provide and the operational details of the transfer from the producer.

**Environment**

Specify the environment in which you wish to operate and to which the request refers.

|  |
| --- |
| □ Test |
| □ Production |

**Operating set-up**

Specify if provisioning of **Web service access only** or **API access for Backend integration** purposes is required.

If "Web Access" is specified, the users access credentials provided in the *Users* section will be supplied.

If 'API for Backend Integration' is specified, client-id and secret will be provided.

|  |
| --- |
| □ Web Access |
| □ API for Backend integration |

**Identity Provider**

Specify which identity provider is to be used to manage access to the SafeLTA services.

Specify 'InfoCert IdP' if you need to delegate the identity of users to InfoCert S.p.a.    
If you need to specify an identity provider other than InfoCert, provide a reference ID and the relevant *well-known technical url.*

|  |
| --- |
| □ IdP Infocert |
| □ IdP OIDC:  Identifier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Well known url OIDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Basic configuration**

In Safe LTA, there are the following definitions:

* **Company Group**: identifies a logical container on which one or more Companies, i.e., storage areas, may depend..
* **Company**: document storage area, which can be used, for example, to group documents of different companies in a group (Company Group), correctly naming each Company by its official name.
* **Country**: identifies the regulatory standards adopted by the preservation system. It is configurable at the Company level. Select “country international” if you are not subject to Italian regulation provided by Agenzia per l'Italia digitale (AgID)
* **Document Class**:: identifies a document type with its metadata. For example: invoices, contracts, etc.

|  |  |
| --- | --- |
| Company Group | |
| Company Group name[[1]](#footnote-2) | \_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Company | | |
| Company name | Country Italy (AgID) | Country International |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | □ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | □ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | □ |

**Formats (mime-types)**

For each document class (type) indicated in the next section (*Document Classes - Mime-Types List*), one or more file formats (mime-type) can be provided for preservation, with reference to the formats provided in the PRONOM[[2]](#footnote-3) registry. The following is just a sample of the most commonly used mime-types:

|  |  |  |
| --- | --- | --- |
|  |  | |
|  | **File extensions** | **Media type/subtype name** |
| **Text documents, spreadsheets, presentations, e-mail messages** | csv | text/csv |
| doc;  docx; rtf | application/msword |
| eml; msg | application/vnd.ms-outlook |
| pdf | application/pdf |
| ppt; pptx | application/vnd.ms-powerpoint |
| txt; dat; log; bdg; msg; trn; ric; ris; rnd; cbi | text/plain |
| xls; xlsx | application/vnd.ms-excel |
| json | application/json |
| xml | application/xhtml+xml |
| saml | application/samlassertion+xml  application/samlmetadata+xml |
| pages | application/vnd.apple.pages |
| numbers | application/vnd.apple.numbers |
| ods | application/vnd.oasis.opendocument.spreadsheet |
| odt | application/vnd.oasis.opendocument.text |
| **Image formats** | bmp | image/bmp |
| gif | image/gif |
| jpg; jpeg | image/jpeg |
| png | image/png |
| tif; tiff | image/tiff |
| **Cryptographic formats** | p7m; p7s | application/x-pkcs7-mime |
| **Audio formats** | wav; cda; mp3; wav; wave | audio/mpeg |
| **Video formats** | mp4; avi; m4a; mp4 | video/mp4 |

If you need to preserve a "compressed archive" format file (to be selected), such as

|  |  |  |
| --- | --- | --- |
| **Compressed archive formats** | zip | application/zip |
| rar | application/x-rar-compressed |
| tar | application/x-tar |
| 7z | application/x-7z-compressed |

the Producer/Creator the Producer/User agrees to maintain the tools necessary to view the documents it contains and any documents attached to it.

**Document classes**

For Country 'International' it is necessary to:

* fill in the following table by replicating it for each 'international' document class to be configured: in this case the class attributes (metadata indexes) should also be defined.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Country “International”[[3]](#footnote-4) – Document Class details | | | | | | | |
| Company Group Name | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Company Name | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Document class Name | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Document signature verification | | **strong signature validation[[4]](#footnote-5) □ light signature validation[[5]](#footnote-6) □** | | | | | |
| Retention period (n. years) | | **\_\_\_ years** | | | | | |
| Mime-types list[[6]](#footnote-7) | | **Formal check[[7]](#footnote-8)** | | | | | |
| \_\_\_\_\_\_\_ | | **□** | | | | | |
| \_\_\_\_\_\_\_ | | **□** | | | | | |
| \_\_\_\_\_\_\_ | | **□** | | | | | |
| \_\_\_\_\_\_\_ | | **□** | | | | | |
| Attributes (metadata) list | | | | | | | |
| Atribute Name | **Mandatory** | **Integer** | **Double** | **String** | **StringEnum** | **Date** | **Date Time** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** | **□** | **□** | **□** | **□** | **□** | **□** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** | **□** | **□** | **□** | **□** | **□** | **□** |

**Users**

Access credentials users are defined by InfoCert S.p.A. within the Company Group.

The following roles are provided:

* **Manager**: is the user enabled to configuration operations within the Company Group. This user has default visibility over all Companies and all Document Classes. The Manager has the authority to independently configure new Auditor or EndUser type users.
* **EndUser**: is the user enabled for **document preservation, search and extraction operations**; this user type can have visibility over:
  + all companies and all document classes
  + only one company and all document classes within that company
* **Auditor**: is the user enabled to **search and extraction document operations** **only**. this type of user can have visibility over:
  + all companies and all document classes
  + only one company and all document classes within that company

Fill in the following table - possibly adding the necessary rows in case of multiple Auditor/EndUser type users - indicating:

- **Role**: enter the user type Manager/Auditor/EndUser

- **First and Last Name** / **e-mail** of the user

- **visibility at the Company Group level** (Yes/No) **and at the Company level** (select ALL companies or fill in the Company Name on which you will have visibility)

|  |
| --- |
| Users |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Roles** | **Name** | **Last Name** | **email** | **Company group level**  **- Visibility[[8]](#footnote-9)[5]** | **Company**  **Visibility[[9]](#footnote-10)[6]** |
| **Manager** | **\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Yes** | **All** |
| **Auditor** | **\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **□ Yes** | **All** |
|  |  |  |  | **□ No** | **□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **EndUser** | **\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **□ Yes** | **All** |
|  |  |  |  | **□ No** | **□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **EndUser** | **\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **□ Yes** | **All** |
|  |  |  |  | **□ No** | **□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Date Signature**

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1. Please note that no storage area is associated with the Company Group level: the storage areas where documents will be preserved correspond to the Company level(s), which needs to be defined. [↑](#footnote-ref-2)
2. PRONOM (Public Record Office and Nôm) is a web-based technical registry to support digital preservation services, developed by The National Archives of the United Kingdom. PRONOM was the first and remains, to date, the only operational public file format registry in the world. It is intended to encompass a range of tools, and services to support digital preservation functions such as preservation risk assessment, migration pathway planning, object identification and validation, and metadata extraction. [↑](#footnote-ref-3)
3. Duplicate (copy and paste) the entire table for each document class. Document classes for country "International" do not have the mandatory metadata required by Italian AgID regulations. [↑](#footnote-ref-4)
4. Safe LTA checks signature validity and preseves only documents with valid signatures. If the signature is NOT valid, Safe LTA returns an error and does NOT proceed to preservation (AIP is not formed). Safe LTA checks signature validity and preseves only documents with valid signatures. If the signature is NOT valid, Safe LTA returns an error and does NOT proceed to preservation (AIP is not formed). [↑](#footnote-ref-5)
5. Safe LTA performs an audit on the document by reporting the signature evidence in the AIP: the signature service is called to check signature validity at the ingestion time. If the signature is NOT valid (or absent) Safe LTA still preserves the document (the AIP is formed and the validation report stored within it). [↑](#footnote-ref-6)
6. For each document class, specify one or more mime-types (see the example table of file extensions in the "Formats" section above) [↑](#footnote-ref-7)
7. By checking the box, a formal validity check will be carried out upon acceptance of the ingestion request, verifying that the mime-type specified in the request input data matches one of those declared in this submission agreement. If not, the request will be rejected. [↑](#footnote-ref-8)
8. [5] The Manager user at the Company Group level has visibility of all Companies and all document classes. It is not mandatory to define EndUser/Auditor user types at the Company Group level: users at the Company Group level have visibility of all Companies and all document classes. [↑](#footnote-ref-9)
9. [6] It is not mandatory to define EndUser/Auditor users at the Company level. It is possible to define more than one EndUser/Auditor user: in this case it is sufficient to enter multiple rows in the table. The EndUser/Auditor user can have visibility at the Company Group level (i.e., visibility of all Companies and all document classes) or it can have visibility of only one Company (to be specified). [↑](#footnote-ref-10)