

All personnel will complete the following by COB Tuesday; everyone is responsible for their data base files. For the newcomers or personnel not acquainted with their data files confer with other personnel within the shop.

1. Review respective files - Q:\ArchiveDB\DBConversion.xls Spreadsheet for accuracy.
2. Review respective files - Q:\ArchiveDB\FileConversion.xls Spreadsheet for accuracy.
3. Review the status of all repetitive converted submissions or foreign tape reels received.
 - a) Update the ConvSub worksheet in the DBConversion.xls.
 - b) I want contingency plans to be developed to have these reels converted or equated as master files for the archival processes that will be developed.
4. Review all respective data files for the archival process that may be required to be excluded from the archival process due to data duplication. Example: HODB.

Consult with SSgt Martinez and provide a list of files that may be excluded from the database archival process.

5. The Database Archival Team will consist as follows:

Team Leader: SrA Hicks
Team Members: SrA Morton
 SrA Holstein
 SrA Nemeth

The team leader will be responsible for the overall operation and archival processes to be developed and implemented.

The team members will be responsible for the actual operations and processes to be developed and implemented. They will coordinate with DB personnel on their respective files during the archival process and will ensure the accuracy of the data file archive.

The team members will develop and implement the database file archival process governing the CD-ROM copy and data file archive processes. They will develop a CD-File Archive checklist stating the actual operation of burning data files to the archive CDs. They will be responsible for and maintain the Archive Data File Log Book. This log book will contain the following information:

- a) What data files have been transferred from the Unisys system and converted into DOS-ASCII format onto the Unix system.
- b) What data files have been saved onto CDs:
 - Date the data files were archived.
 - The data file names - i.e. 0965-99506, etc. (No shop indicator required.)
 - Respective CD# - i.e. DB00010A / DB00010B, etc.
 - Respective Track # - i. e. 3, etc.
- c) The date of the respective data files that were deleted from the UNIX system after CD copy validation and verification is completed.

The team members will be responsible to maintain and track both CD archival sets.
Data archival requirements -

- a) All master data files will be archived.
With possible exceptions - HODB may not be archived due to data duplication.
- b) All converted submissions that are to be saved must in master file format or its file equivalent.
- c) All data files will be archived onto two CDs and will be named in the following format:
DB00001A and DB00001B.
- d) All archived CDs for each data file set burned onto the CDs will progress numerically upwards.

Note: The CD#: DB00001B is a copy of CD#: DB00001A.

All copies of the CDs named in the format - DBXXXXXAs will be maintained locally in the database section; while the CDs named - DBXXXXXBs will be maintained outside the organization.

6. The Database Disposal Team will consist as follows:

Team Leader: A1C Kirkland
Team Members: A1C Hagle
Amn Whisenhunt

The team leader will be responsible for the overall operation and disposal processes to be developed and implemented.

The team members will be responsible for the actual operations and processes to be developed and implemented. They will coordinate with Operations personnel to dispose the degaussed tape reels during the archival process and will ensure the proper disposal of all database tape reels.

7. I expect the team leaders to brief a preliminary report on their team and actions to be taken by the COB Tuesday, 24 Feb 98.

SSgt Alfonso Martinez
23 Feb 98