

CS 14 Shared Drive Migration

InterPARES 3

International Symposium – Oslo, Norway

2010 09 17

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Introduction

Repeatable process to analyze unstructured files and migrate records to an electronic content management system.

Two years to develop. Successful proof-of-concept: 42,000 files; 34,000 files classified as records, renamed, and migrated; 45 business days; 1 FTE plus tech support.

Estimate two years to analyze and migrate the balance: 27 shared drives; 2.9 million files; 2 million++ records.

This presentation is an overview of the Share Care process.

Shared Drive Migration Toolkit

The manual has seven sections; two sections apply to the organization:

1. Defining the organizational context
2. Defining the technical context

Five sections apply to each business unit:

3. Defining the business context
4. Completing a business analysis
5. Completing a technical analysis
6. Completing a classification analysis
7. Migrating records

Appendices:

Templates, Utility Applications Guide, Glossary, Bibliography

Corporate Records Manual

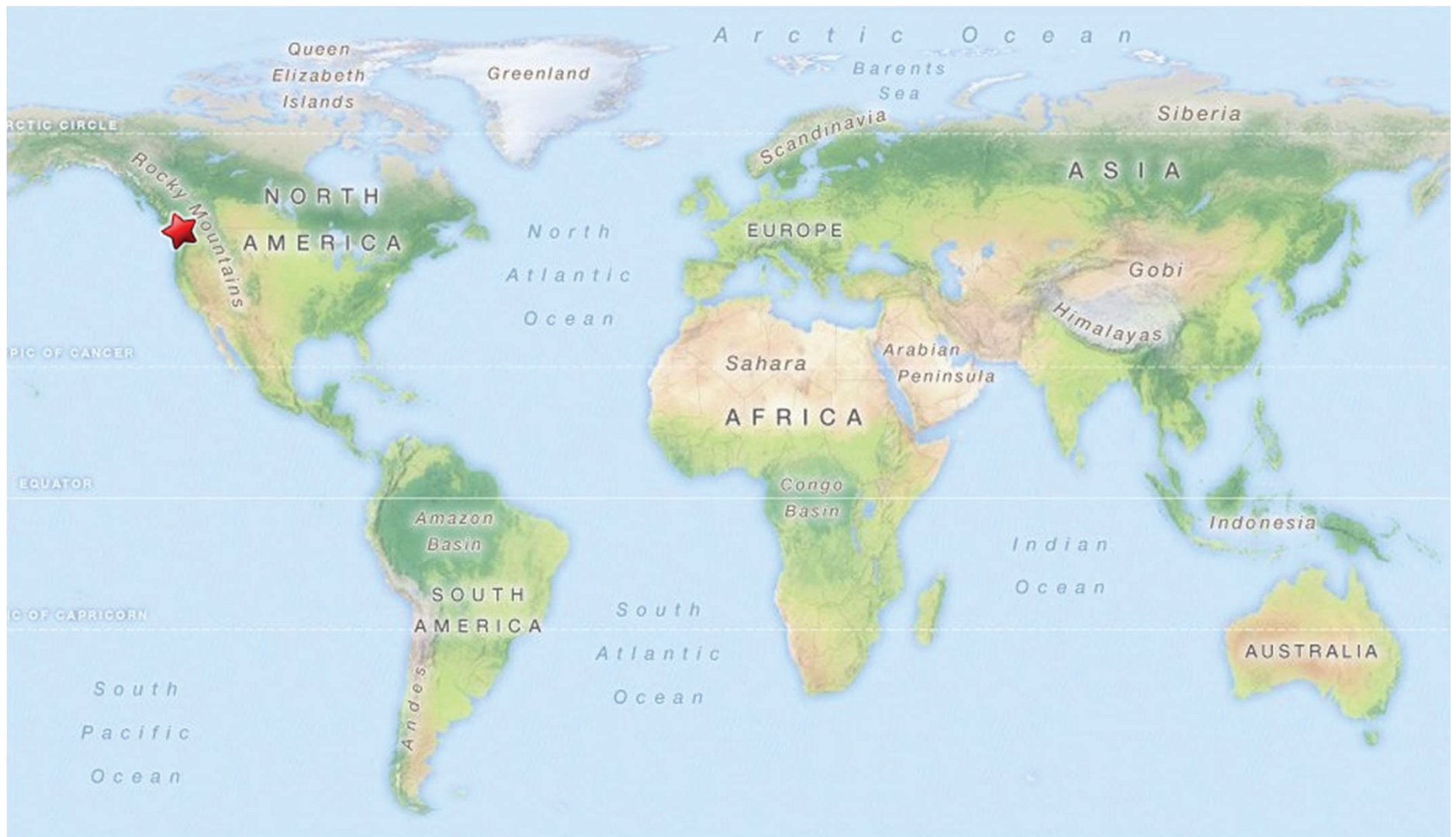


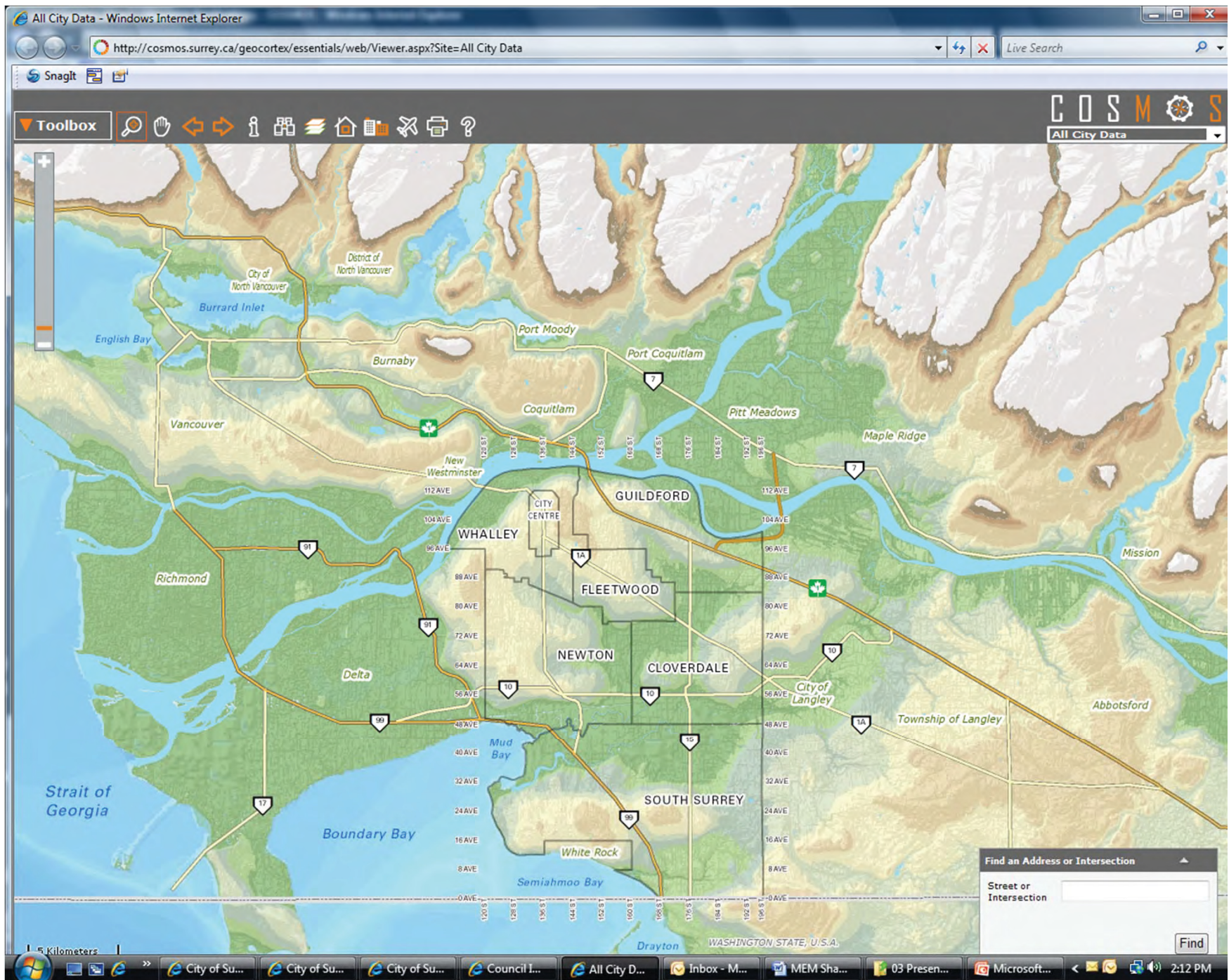
1.0 Defining the Organizational Context

1.0 Defining the organizational context

1. Reviewing the legislative context
2. Reviewing the *Corporate Records By-law*
3. Reviewing staff responsibilities
4. Defining corporate records
5. Defining electronic records requirements
6. Reviewing records classification
7. Reviewing the records lifecycle
8. Defining transitory records

For this presentation, a more external view of the organization is provided.





History

- 1879 Incorporated as a municipality; logging and farming
- 1969 Sons of Norway's *Viking Lodge No. 104* formed
- 1974 Agriculture Land Reserve established
- 1993 Becomes a city of 100,000+
- 2008 Population reaches 452,000
 - Second largest city in BC
 - Twelfth largest in Canada
 - Growing at 1,000 people a month
 - Mixed use: industrial, commercial, residential, farming
- 2010 Participates as an Olympic venue city
- 2025 Expected to become the largest city in the region

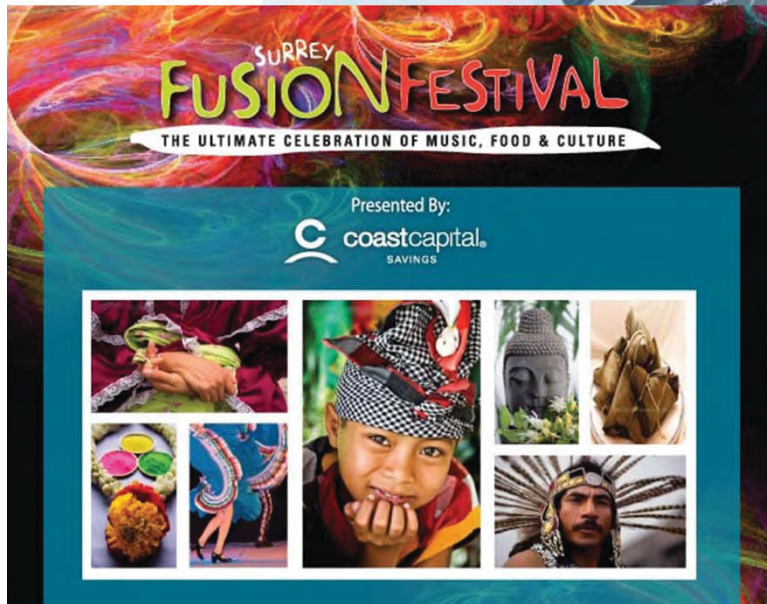
Organizational culture

- Low ratio of employees to citizens
 - CoS = 452,000 citizens : 3300 employees
 - CoV = 578,000 citizens : 9000 employees
- Stable environment
 - Same Mayor and Council for two terms (and longer)
 - Many long-term employees
 - Promotion from within
 - Cooperative union environment
- Tradition of a practical “journeyman” approach now overlaid with professionals
- “Lean and mean”
 - Citizens want value for dollars; employees are also citizens

Yesterday and today



Today and tomorrow



Records environment

- 1966 First file plan adopted as policy
- 1979 Records Centre opens; microfilming begins
- 1992 Records retention by-law; first shared drives implemented
- 1996 Provincial *Freedom of Information and Protection of Privacy Act*
- 1999 MOA functional classification adopted; first manual published
- 2000s Large database systems implemented
- 2005 Electronic records overtake paper; scanning program begins
- 2008 RM program renewal; ECM selection process begins
- 2010 Corporate Records By-law adopted; first ECM implementation

“Everything all at once”

- Formalize the records program
 - Records Census (paper)
 - Updated *Corporate Records By-law*
 - Publish the *Corporate Records Manual* (four volumes)
 - Build staff capacity (Records Centre, Central File Areas)
 - Develop a corporate-wide training program (CBT)
- Contribute to the ECM project
 - Requirements, RFP, selection committee, Council Report, contract
 - Gap analysis, use case testing, design decisions, Model Office
 - Migration of all unstructured content stored on shared drives
 - Change management, user training, support
 - Maintenance activities (information model, metadata model, permissions management, electronic disposition...)

2.0 Defining the Technical Context

2. Defining the technical context

1. Conducting a server inventory
2. Analyzing server roles
3. Conducting a shared drive inventory
4. Identifying shared drives for migration

Scope definition

- 310 servers
 - 907 shared drives
 - 26+ shared drives of primary interest
 - 2.9 million files, 1.8 terabytes

3.0 Defining the Business Context

3 Defining the business context

1. Creating an administrative history
2. Creating a record history
3. Creating shared drive benchmarks
4. Creating a user history
5. Creating private storage benchmarks
6. Updating the Corporate File Plan

Shared drive (root/secondary)

Organize Views

FACILITY

- Administration
- ALARM REPORTS
- ASBESTOS
- Asbestos Abatement
- Assets
- Backflow Prevention Assembly Test Reports
- BACKUP
- budgets
- Building Information
- Building Information by Township
- c drive files
- Call outs After Hours
- Chris
- City Hall
- City Hall Security Reports
- Cyclical Maintenance
- Design & Construction
- Digital Pictures
- DO NOT DELETE - oldfiles(CAD DWGS)
- Electrical Fixture Schedules
- Energy Management
- Facilities GIS
- Fall Protection Plan City Wide
- Fire Protection
- Fire Safety Plans
- FLUKE
- Fluke program files
- FlukeView
- Janitorial_Security_Waste_Graffiti
- Jodi
- Kim
- Library and Records Management
- Manuals
- Mark
- O&M Manuals

Name	Date modified	Type	Size	
Capital Project Hierarchy and Templates	2010-07-07 4:44 PM	File Folder		
Cloverdale Field House Stair Replacement Project	2010-07-07 4:44 PM	File Folder		
Current Projects	2010-07-07 4:44 PM	File Folder		
D&C Documents and templates	2010-07-08 2:28 PM	File Folder		
Economic Development	2010-07-07 4:44 PM	File Folder		
Energy Management	2010-07-07 4:44 PM	File Folder		
Fire Hall #12	2010-07-07 4:44 PM	File Folder		
Fleetwood Community	2010-07-07 4:44 PM	File Folder		
Indoor Soccer Field	2010-07-07 4:44 PM	File Folder		
Meetings	2010-07-07 4:44 PM	File Folder		
New Cloverdale Seniors	2010-07-07 4:44 PM	File Folder		
Old FH10(Art Cent)	2010-07-07 4:44 PM	File Folder		
Presentations	2008-06-25 1:45 PM	File Folder		
Projects Burned to Disk	2010-07-07 4:46 PM	File Folder		
Space Planning	2010-07-07 4:46 PM	File Folder		
Tenders	2010-07-12 2:36 PM	File Folder		

16 items Offline status: Online Offline availability: Not available

Creating benchmarks

TreeSize Professional - Size - M:\FACILITY on [Data]

File Branch View Sort File Search Tools Help

M:\FACILITY\

Files: 34,159 Size: 27,011.5 MB Creation Date: 2000-05-12 Last Change: 2010-05-27 Last Access: 2010-05-28 Owner: Administrators

27,011.5 MB M:\FACILITY\

- 10,732.8 MB DRAWINGS
 - 3,848.8 MB Assets
 - 2,875.5 MB PM Asset Management
 - 1,646.6 MB Facilities Library
 - 1,600.7 MB Administration
 - 1,371.3 MB Projects
 - 1,041.6 MB Design & Construction
 - 998.5 MB Reports
 - 728.5 MB DO NOT DELETE - oldfiles(CAD DWGS)
 - 677.4 MB Mark
 - 255.9 MB Digital Pictures
 - 216.8 MB Preventative Maintenance
 - 205.8 MB Building Information by Township
 - 201.0 MB Valve Tag Schedules
 - 141.3 MB budgets
 - 112.1 MB Risk Management
 - 67.3 MB Energy Management
 - 48.2 MB Janitorial_Security_Waste_Graffiti
 - 42.1 MB ALARM REPORTS
 - 29.4 MB Cyclical Maintenance
 - 24.2 MB JayneKim
 - 22.8 MB ASBESTOS
 - 21.6 MB Oliver
 - 20.1 MB Tom Digital Pics
 - 18.7 MB City Hall Security Reports
 - 17.1 MB Fire Safety Plans
 - 6.3 MB BACKUP
 - 5.5 MB Facility Asset to be closed August 2008 (old data)
 - 4.7 MB City Hall
 - 4.2 MB Jodi
 - 4.0 MB O&M Manuals
 - 3.0 MB Fire Protection
 - 2.6 MB Snow Removal and Ground Mtce
 - 2.3 MB Manuals
 - 2.1 MB Pre-Approved Contractors

Chart Details .txt .exe Extensions Users Age of Files Top 100 Files History

Extension	Size	Files	Percent	Description
Graphic Files	21,486.4 MB	21,253	79.5 %	Files containing pictures, in
.jpg	10,082.2 MB	12,342	37.3 %	JPEG Image
.tif	7,903.9 MB	4,696	29.3 %	TIFF Image
.dwg	3,342.1 MB	4,149	12.4 %	DWG File
.psd	64.2 MB	3	0.2 %	Photoshop Image
.bmp	39.2 MB	21	0.1 %	Bitmap Image
.wmf	31.9 MB	16	0.1 %	Paintbrush Picture
.eps	22.8 MB	13	0.1 %	EPS File
.gif	0.2 MB	11	0.0 %	GIF Image
.png	0.0 MB	2	0.0 %	PNG Image
Office Files and Documents	4,373.7 MB	11,451	16.2 %	Documents and files of offi
.pdf	3,459.8 MB	5,896	12.8 %	Adobe Acrobat Document
.doc	344.7 MB	1,821	1.3 %	Microsoft Office Word 97 -
.docx	265.7 MB	1,626	1.0 %	Microsoft Office Word Doc
.xls	170.4 MB	1,126	0.6 %	Microsoft Office Excel 97-20
.ppt	72.9 MB	20	0.3 %	Microsoft Office PowerPoir
.rtf	33.2 MB	727	0.1 %	Rich Text Format
.xlsx	13.6 MB	177	0.1 %	Microsoft Office Excel Work
.vsd	7.3 MB	23	0.0 %	Microsoft Visio Document
.pptx	4.2 MB	5	0.0 %	Microsoft Office PowerPoir
.dot	0.9 MB	20	0.0 %	Microsoft Office Word 97 -
.pub	0.9 MB	10	0.0 %	Microsoft Office Publisher
Temporary and Backup Files	694.8 MB	803	2.6 %	Temporary files and backup
.bak	694.8 MB	803	2.6 %	BAK File
Video Files	277.2 MB	7	1.0 %	Files containing videos or a
.avi	277.2 MB	7	1.0 %	Video Clip
Mail Files	139.7 MB	314	0.5 %	Email messages and files of
.msg	139.7 MB	314	0.5 %	Outlook Item
Miscellaneous Files	39.5 MB	197	0.1 %	Unknown file types
.dwf	12.9 MB	16	0.0 %	DWF File
.dwt	12.3 MB	43	0.0 %	DWT File
.dxf	10.2 MB	5	0.0 %	DXF File

Free Space: 74.0 GB (of 185 GB) 34,159 Files 0 Excluded 4096 Bytes per Cluster (NTFS)

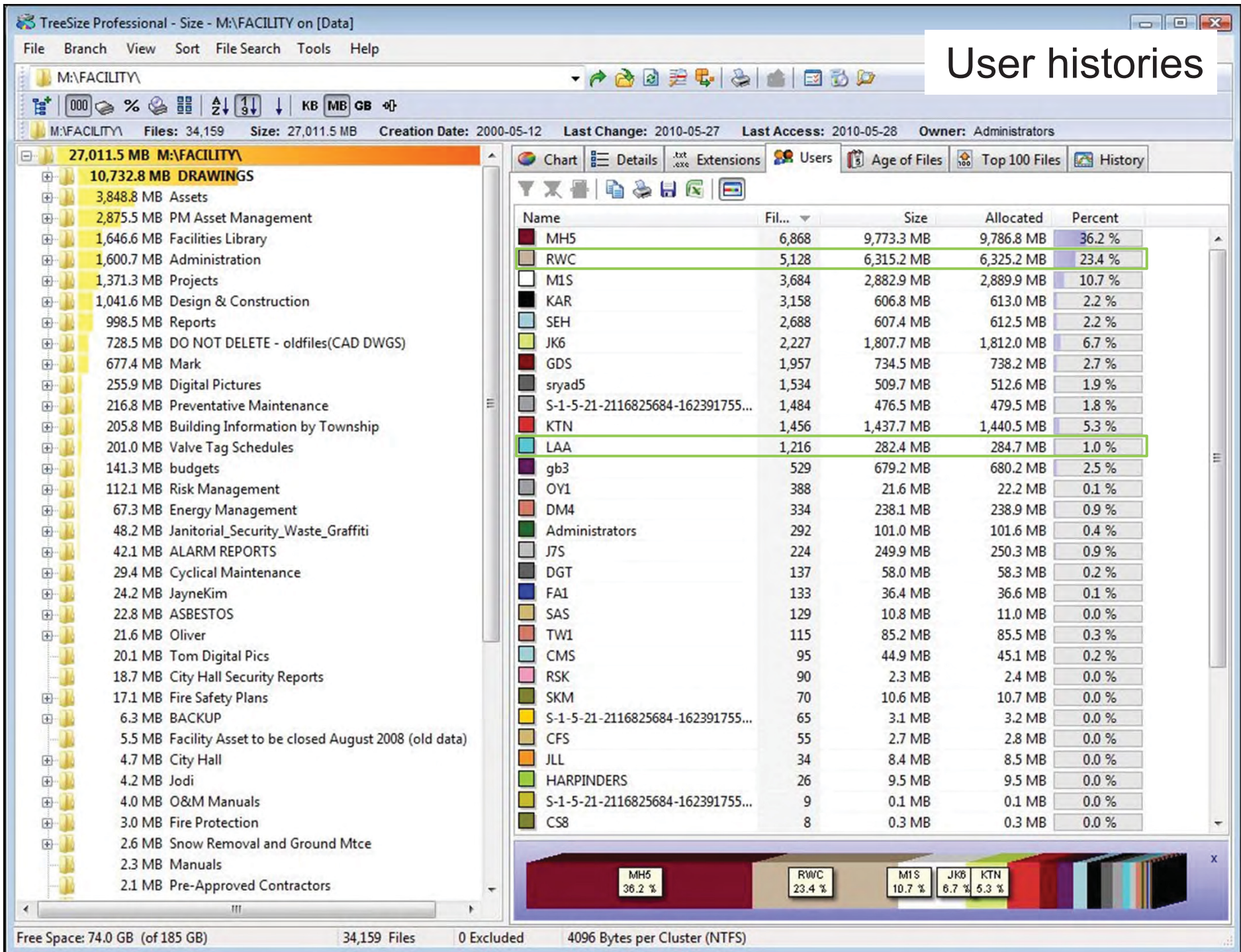
Shared Drive Summary

FOLDER NAME	SUBFOLDERS	FILES	DISK SPACE	FOLDER OWNERS
Administration	227	3219	1.7 GB	
Alarm Reports	191	1879	0.1 GB	
Alex Scott	0	29	3.6 MB	
Asbestos	18	55	29.1 MB	
Asbestos Abatement	0	3	0.1 MB	
Assets	551	3939	4.5 GB	
Backflows Prevention	0	3	0.2 MB	
Backup	6	54	50.1 MB	
Budgets	165	845	0.2 GB	
Building Information	182	175	0.2 GB	
Call Outs After Hours	2	21	1.9 MB	
Chris	2	27	0.6 MB	
City Hall	2	7	4.7 MB	
City Hall Security Reports	0	61	18 MB	
Cyclical Maintenance	7	73	29 MB	
Design and Contruction	193	3847	1.6 GB	
Diane George	3	10	4.7 MB	
Digital Pictures	1	31	0.2 GB	
Do Not Delete (old files)	227	4613	1.5 GB	
Drawings	1227	9666	10.7 GB	
Electrical Fixture Schedules	9	5	0.1 MB	
Energy Management	34	176	0.1 GB	
Facilities Library	283	3364	2.2 GB	

Shared Drive Format Summary

YEAR	JPG	PDF	DWG	TIF	DOC(X)	XLS(X)	RTF	BMP
2010	734	482	7	2	159	81	0	0
2009	4,154	1,831	46	6	1,774	222	2	0
2008	3,862	1,308	344	8	209	335	21	2
2007	1,108	1,564	891	139	440	296	695	1
2006	317	297	905	253	141	38	3	4
2005	1,259	243	159	163	77	32	0	1
2004	541	127	62	189	203	60	0	0
2003	294	36	124	3,546	100	49	1	3
2002	56	7	789	389	100	40	3	7
2001	0	0	69	0	173	72	0	0
2000	0	1	324	0	65	33	2	1
1999	0	0	134	1	3	43	0	1
1998	0	0	97	0	0	0	0	1
1997	0	0	126	0	2	1	0	0
1996	0	0	72	0	0	1	0	0
1995	0	0	0	0	1	0	0	0
1994	0	0	0	0	0	0	0	0
1993	0	0	0	0	0	0	0	0
1992 & Prior	17	0	0	0	0	0	0	0
Total	12,342	5,896	4,149	4,696	3,447	1,303	727	21
Disk	9.8GB	3.4GB	3.3GB	7.7 GB	0.6GB	0.2GB	0.05GB	0.00GB

User histories



User History












SHARED DRIVE NAME:

FACILITIES

OFFICE OF PRIMARY RESPONSIBILITY:

CIVIC FACILITIES DIVISION






ID	ACTIVE	USER NAME	JOB TITLE	NO. FILES	USER GROUP	DPT	DIV	SCT	LOC	PREMISSIONS
Aaaaa9	YES		System Admin	765						
Axxx9	YES	Bob Martin	System Admin	1828		FIT	ITS	ISR		
Axax9	YES	Iain Malcolm	System Admin	4		FIT	ITS	ISR		
Axxaa9	YES	Seaton Mahanger	System Admin	1		FIT	ITS	ISR		
Axxa9	NO	Orphaned user		2098						
Axaaa9	NO	Orphaned user		66						
Axxax9	NO	Orphaned user		9						
Axaxa9	NO	Orphaned user		7						
Axxxx9	NO	Orphaned user		3						
Aaaax9	NO	Orphaned user		1						
Aaaxx9	NO	Orphaned user		1						
ARCADA Admin	NO	(Service Account)		7						(Backups)
RWC	YES	Bill Tan	Engineering Assistant	6,783		PDV	CFC			R+W+D
M1S	YES	Lois Murphy		3,921		ENG				R+W+D
KAR	YES	Jill Krop	Clerk	3,369		PDV	CFC			R+W+D

		
0712		Buildings, Facilities and P – Emergency Drills
0715		Accommodation – Gener
0770		Buildings – Damages
0780		Buildings – Disposal
0790		Buildings – Maintenance
0800		Buildings – Individual
0820		Facilities – General
0890		City Properties – Mainte
0970		Utilities – General
0975		Residential Electricity Inf

DISCO

FACILITY AND PROPERTY MANAGEMENT

0700 – 0999

0710		Facility Administration	
0720		Cyclical Replacement and Renovations	
0730		Facility Service Agreements	
0740		Facility Security	Limited Access (Restricted)
0750		Preventative Maintenance	
0755		Facility Assets	
0760		Design and Construction	Limited Access (Confidential)
0775		Facility Building Plans	Limited Access (Confidential)
0785		Fire Safety Plans	
0850		City Property Administration	
0870		City Property Acquisitions	
0880		City Property Development	
0910		City Property Sales	
0930		Leased Properties	

9 series – no change
5 series – new
10 series – cancelled

4.0 Completing a Business Analysis

4.0 Completing a business analysis

1. Providing a change management framework
2. Launching a Share Care project
3. Reviewing private storage
4. Reviewing shared storage

Organize Views

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 - Building Information by Township
 - c drive files
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 - Digital Pictures
 - DO NOT DELETE - oldfiles(CAD DWGS)
 - Electrical Fixture Schedules
 - Energy Management
 - Facilities GIS
 - Fall Protection Plan City Wide
 - Fire Protection
 - Fire Safety Plans
 - FLUKE
 - Fluke program files
 - FlukeView
 - Janitorial_Security_Waste_Graffiti
 - Jodi
 - Kim
 - Library and Records Management
 - Manuals
 - Mark
 - O&M Manuals

Name	Date modified	Type	Size
Capital Project Hierarchy and Templates	2010-07-07 4:44 PM	File Folder	
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Space Planning	2010-07-07 4:46 PM	File Folder	
Tenders	2010-07-12 2:36 PM	File Folder	

16 items Offline status: Online Offline availability: Not available

Root Folder Summary



Folder Name	No. Files	Description	Decision
C Drive Files	541	Unused system and application files	Move to NON-BUSINESS FILES folder
Do Not Delete – Old Files (CAD DWGS)	3,484	Engineering Assistant notes that the folder results from an earlier project designed to organize the Drawing folder. Suggests that the files be reviewed at a later date to determine if the folder contains any final or as-built copies. Believes the folder likely contains preliminary and working drawings. Further review revealed that sub-folders Fire Halls, Police, City Hall, Cloverdale, Fleetwood, Guildford, Newton , containing about 1600 files were organized and filed. The South Surrey and Va lley folders were partially completed.	After renaming and classifying files in the Drawing root folder, review to determine any missing sets. Add any missing sets to FACILITY BUILDING PLANS. Move any duplicate sets to DUPLICATES folder.
Fluke	178	Engineering Assistant notes that the Fluke program was formerly kept on the shared drive to allow staff to upload the program to their own drives.	Move to NON-BUSINESS FILES FOLDER
Fluke Program Files	6		Move to NON-BUSINESS FILES FOLDER
Flukeview	6	Under current policy, staff are not allowed to load their own programs and must send a request to ITS Help Desk instead.	Move to NON-BUSINESS FILES FOLDER
Asset Management/ Asset Inventory	3,135	Engineering Assistant notes that individual inventory sheets (docs) are no longer required as they have been summarized in the Asset Master List (xls). Manager notes that the related photos will eventually reside in the City Works database environment.	Move Asset Sheets to OBSOLETE RECORDS folder (300 files). Rename and classify the images (2800 files) and other files as appropriate.
Facilities Library/ Oscars Files	1,823	Folder was created by a staff person no longer with the City. Manager notes that the staff person provided digital copies of as-builts to other staff members.	Rename and classify to FACILITY BUILDING PLANS.

5.0 Completing a Technical Analysis

5.0 Completing a technical analysis

1. Preparing an appraisal environment
2. Removing business discards
3. Extracting zip files
4. Resolving long file names
5. Removing duplicate files
6. Evaluating file formats
7. Removing empty folders

Shared Drive Tracking Sheet

Sub-procedure	SDMT section	Restore	Discards	Files	Total Files	Total Size (MB)
Appraisal Copy	5.1	R0	None	42,361	42,361	32,068.2
Designated duplicate files				-1,479		-488.4
Non-business files				-1,053		-751.1
Obsolete records				-380		-682.5
Business Discards Removed	4.4, 5.2	R1	D1	42,361 - 4,212 =	39,449	30,146.2
Zip files				-93		-443.4
Zip-within-zip files				-2		-4.6
Extracted files				1044		766.1
Zip Discards Removed	5.3	R2	D2	39,449 - (93+2) + 1,044 =	40,398	30,464.3
Long File Names	5.4	R3	None	56	40,398	30,464.3
Duplicate files (originals and duplicates)				5,996		
Originals kept				2,710		
Duplicates removed				-3,286		-1213
Duplicates Removed	5.5	R4	D4	40,398 - 3,286 =	37,112	29,251.3
Files with missing extensions				59	59	
Files renamed				58	58	
Files with unidentified formats				1	1	
Files to be removed				0	0	
[Missing Extensions Resolved]	5.6	(R5)	(D5)	37,112	37,112	29,251.3

Removing duplicate files

Reasonable NoClone 2007

Search Session Review Mark Actions Help Buy Now

Search Smart Marker SaveSpace

Search summary

Search Report

Search Complete with 0 error(s). [View log...](#)

Next, you have to review the search result.
Then, mark duplicate files for removal or archival
e.g. using SmartMarker.
Finally, recover valuable disk space by SaveSpace.

Limitation of number of files:
Free Edition: 100,000
Home Edition: 300,000
Enterprise Edition: unlimited

Duplicate files definition:

- Same File Content
(Byte-by-byte same content)
- Same File Extension
- Same File Size

Filtering Range:

Duplicate files statistics

This Session [All sessions](#)

Num of. items: 372 265157
Size of items: 7.33 MB 71.95 GB

[Tell my friends...](#)

[Smart Marker...](#) [SaveSpace...](#)

New Search

<<Back to Search

Main Panel

NoClone News Search Result

186 duplicate(s), 186 group(s), 372 files, 186 marked, 1 selected, max. 7.33 MB recoverable

Mark	Folder Path	File Name	File Size
<input type="checkbox"/>	C:\Users\gb3\Desktop\TrIDnet Files\triddefs_xml	aip.trid.xml	5243
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates\triddefs_xml	aip.trid.xml	5243
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates\triddefs_xml	amd.trid.xml	6956
<input type="checkbox"/>	C:\Users\gb3\Desktop\TrIDnet Files\triddefs_xml	amd.trid.xml	6956
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates\triddefs_xml	apl-acdsee.trid.xml	8582
<input type="checkbox"/>	C:\Users\gb3\Desktop\TrIDnet Files\triddefs_xml	apl-acdsee.trid.xml	8582
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates\triddefs_xml	approach9_5-apr...	9925
<input type="checkbox"/>	C:\Users\gb3\Desktop\TrIDnet Files\triddefs_xml	approach9_5-apr...	9925
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates\triddefs_xml	adaware_plugin.t...	12508
<input type="checkbox"/>	C:\Users\gb3\Desktop\TrIDnet Files\triddefs_xml	adaware_plugin.t...	12508
<input type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates	DCT File Share S...	22103
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive	DCT File Share S...	22103
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive	M Drive Facility D...	25647
<input type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates	NoCloneRemove...	25647
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive	LST MSG Files.xlsx	32077
<input type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates	LST Date Create...	32077
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates\triddefs_xml	anb-c.trid.xml	34003
<input type="checkbox"/>	C:\Users\gb3\Desktop\TrIDnet Files\triddefs_xml	anb-c.trid.xml	34003
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff	R9 from DOpus.c...	884496
<input type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\PoC	R9 from DOpus.c...	884496
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\PoC	Final Output 2.CSV	1313979
<input type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\PoC\DUPLICATES	Final Output 2.CSV	1313979
<input type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive\testing duplicates	LST Date Create...	5159720
<input checked="" type="checkbox"/>	C:\Users\gb3\Desktop\Old PoC Stuff\Files from the L Drive	LST Date Create...	5159720


00:00:24.9902913 elapsed.

Shared Drive Tracking Sheet

Sub-procedure	SDMT section	Restore	Discards	Files	Total Files	Total Size (MB)
Appraisal Copy	5.1	R0	None	42,361	42,361	32,068.2
Designated duplicate files				-1,479		-488.4
Non-business files				-1,053		-751.1
Obsolete records				-380		-682.5
Business Discards Removed	4.4, 5.2	R1	D1	42,361 - 4,212 =	39,449	30,146.2
Zip files				-93		-443.4
Zip-within-zip files				-2		-4.6
Extracted files				1044		766.1
Zip Discards Removed	5.3	R2	D2	39,449 - (93+2) + 1,044 =	40,398	30,464.3
Long File Names	5.4	R3	None	56	40,398	30,464.3
Duplicate files (originals and duplicates)				5,996		
Originals kept				2,710		
Duplicates removed				-3,286		-1213
Duplicates Removed	5.5	R4	D4	40,398 - 3,286 =	37,112	29,251.3
Files with missing extensions				59	59	
Files renamed				58	58	
Files with unidentified formats				1	1	
Files to be removed				0	0	
[Missing Extensions Resolved]	5.6	(R5)	(D5)	37,112	37,112	29,251.3

Evaluating file formats

TrIDNET



Select a file to analyze:

Doubleclick on a match for more info

	Match	Ext	Type	Pts
▶	100.0%	PDF	Adobe Portable Document Format	5000/1

Definitions path:

Definitions in memory: 3324

M:\FACILITY\

M:\FACILITY\ Files: 34,159 Size: 27,011.5 MB Creation Date: 2000-05-12 Last Change: 2010-05-27 Last Access: 2010-05-28 Owner: Administrators

27,011.5 MB M:\FACILITY\

- 10,732.8 MB DRAWINGS
- 3,848.8 MB Assets
- 2,875.5 MB PM Asset Management
- 1,646.6 MB Facilities Library
- 1,600.7 MB Administration
- 1,371.3 MB Projects
- 1,041.6 MB Design & Construction
- 998.5 MB Reports
- 728.5 MB DO NOT DELETE - oldfiles(CAD DWGS)
- 677.4 MB Mark
- 255.9 MB Digital Pictures
- 216.8 MB Preventative Maintenance
- 205.8 MB Building Information by Township
- 201.0 MB Valve Tag Schedules
- 141.3 MB budgets
- 112.1 MB Risk Management
- 67.3 MB Energy Management
- 48.2 MB Janitorial_Security_Waste_Graffiti
- 42.1 MB ALARM REPORTS
- 29.4 MB Cyclical Maintenance
- 24.2 MB JayneKim
- 22.8 MB ASBESTOS
- 21.6 MB Oliver
- 20.1 MB Tom Digital Pics
- 18.7 MB City Hall Security Reports
- 17.1 MB Fire Safety Plans
- 6.3 MB BACKUP
- 5.5 MB Facility Asset to be closed August 2008 (old data)
- 4.7 MB City Hall
- 4.2 MB Jodi
- 4.0 MB O&M Manuals
- 3.0 MB Fire Protection
- 2.6 MB Snow Removal and Ground Mtce
- 2.3 MB Manuals
- 2.1 MB Pre-Approved Contractors

Chart Details .txt .exe Extensions Users Age of Files Top 100 Files History

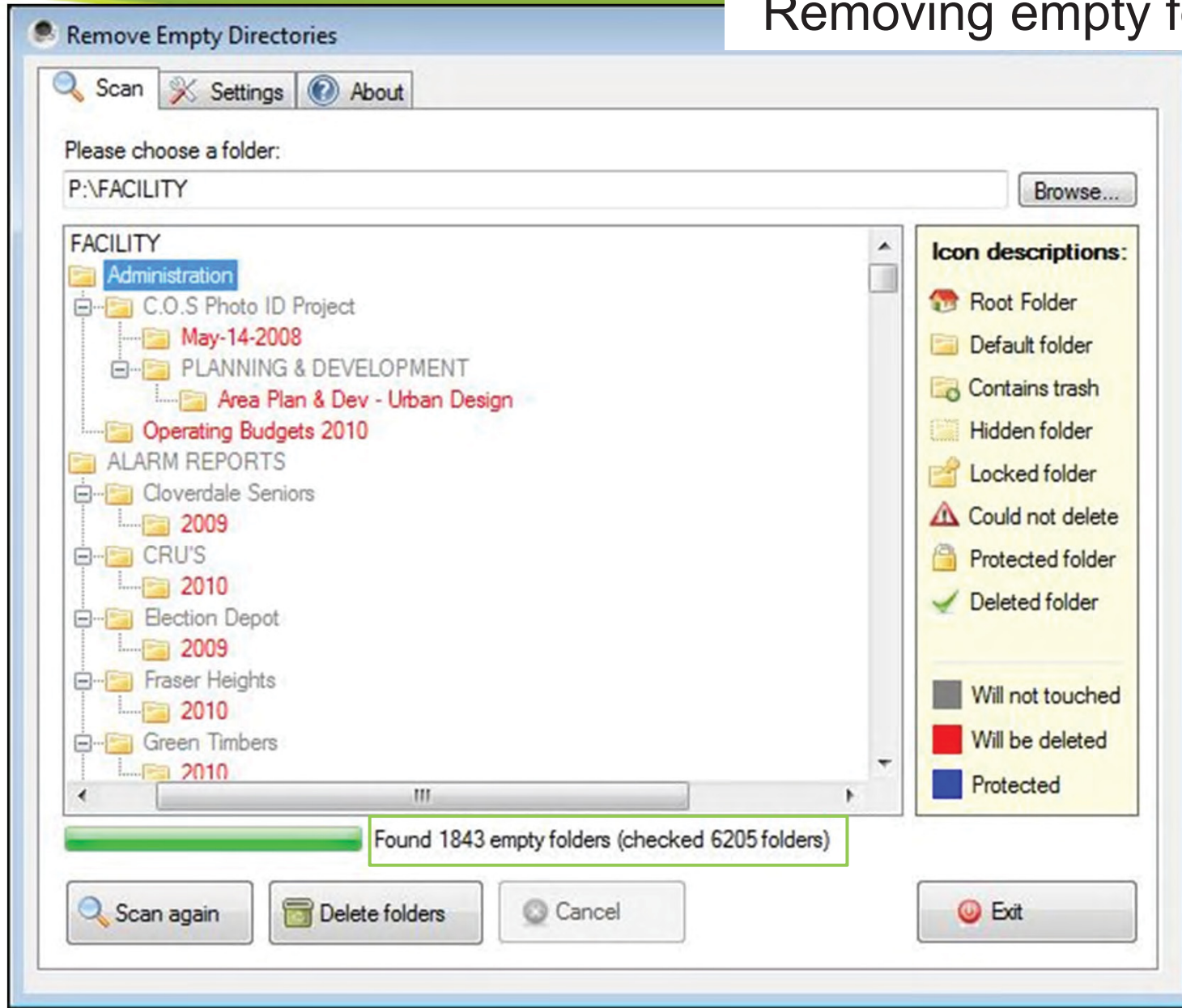
Extension	Size	Files	Percent	Description
Graphic Files	21,486.4 MB	21,253	79.5 %	Files containing pictures, in
.jpg	10,082.2 MB	12,342	37.3 %	JPEG Image
.tif	7,903.9 MB	4,696	29.3 %	TIFF Image
.dwg	3,342.1 MB	4,149	12.4 %	DWG File
.psd	64.2 MB	3	0.2 %	Photoshop Image
.bmp	39.2 MB	21	0.1 %	Bitmap Image
.wmf	31.9 MB	16	0.1 %	Paintbrush Picture
.eps	22.8 MB	13	0.1 %	EPS File
.gif	0.2 MB	11	0.0 %	GIF Image
.png	0.0 MB	2	0.0 %	PNG Image
Office Files and Documents	4,373.7 MB	11,451	16.2 %	Documents and files of offi
.pdf	3,459.8 MB	5,896	12.8 %	Adobe Acrobat Document
.doc	344.7 MB	1,821	1.3 %	Microsoft Office Word 97 -
.docx	265.7 MB	1,626	1.0 %	Microsoft Office Word Doc
.xls	170.4 MB	1,126	0.6 %	Microsoft Office Excel 97-20
.ppt	72.9 MB	20	0.3 %	Microsoft Office PowerPoir
.rtf	33.2 MB	727	0.1 %	Rich Text Format
.xlsx	13.6 MB	177	0.1 %	Microsoft Office Excel Work
.vsd	7.3 MB	23	0.0 %	Microsoft Visio Document
.pptx	4.2 MB	5	0.0 %	Microsoft Office PowerPoir
.dot	0.9 MB	20	0.0 %	Microsoft Office Word 97 -
.pub	0.9 MB	10	0.0 %	Microsoft Office Publisher
Temporary and Backup Files	694.8 MB	803	2.6 %	Temporary files and backup
.bak	694.8 MB	803	2.6 %	BAK File
Video Files	277.2 MB	7	1.0 %	Files containing videos or a
.avi	277.2 MB	7	1.0 %	Video Clip
Mail Files	139.7 MB	314	0.5 %	Email messages and files of
.msg	139.7 MB	314	0.5 %	Outlook Item
Miscellaneous Files	39.5 MB	197	0.1 %	Unknown file types
.dwf	12.9 MB	16	0.0 %	DWF File
.dwt	12.3 MB	43	0.0 %	DWT File
.dxf	10.2 MB	5	0.0 %	DXF File

FORMAT SUMMARY (After Appraisal)

DECISION	DOCUMENT		IMAGE		AUDIO VISUAL	PROGRAM	PROGRAM SUPPORTING		DATABASE	COLLECTION	SYSTEM	INTERNET	TEMP/ BACKUP	EMAIL	MISC			
MIGRATE (32)	DOC	TXT	BMP	PNG	AVI									MSG				
	DOCX	VSD	CDC	PSD														
	DOT	XLS	DGN	PTN														
	MPP	XLSM	DWF	TIF														
	PDF	XLSX	DWG	WMF														
	PPT	XLW	DWT															
	PPTX		DXF															
	PUB		EPS															
	RTF		GIF															
			JPG															
STAY-IN- PLACE (26)						EXE	ADP	PPR	DBF DBI LDB MDB		AUX		BAK					
						ALB	PRJ			DAT								
						API	PST			DBG								
						DST	QRN			INI								
						FVF	SBN			PC3								
						IMR	SBX											
						LYR	SHP											
						TFW												
DESTROY (81)	ASC		CDR		ASX MOV	EX_	ALI	LK#	SLP	BDB CAT DB SHX TKB	PKG Z	CFG	HTM	AC\$	BOX	386		
	EXC		CMX			DLL	AVE	LSW	TAB				DMP	HTT	DFM	PRF	CF	
	LOG		CPT			CGX	LOC	TBL				DS_STOR		DSC	XNK	DS\$		
	PM		MXD			COF	LY					E		ERR		INFO		
	THMX		PLT			CR5	MPD					INF		FBK		JOB		
	WK1		RED			CTB	NFL					INS		LNK				
	WK3					DWL	ODB					ISS		TMP				
						DWL2	PCL					LIB		XLG				
						FMP	PDT					OPT		XLK				
						FOT	RF					TTF						
						HTF	SHS					XML						
						ID						SYS						
						INP												

Sub-procedure	SDMT section	Restore	Discards	Files	Total Files	Total Size (MB)
Files identified as stay-in-place				-358		-1633.4
[Stay-In-Place Files Resolved]	5.6	(R5)	(D5)	37,112 - 358 =	36,754	27,617.9
Formats identified for destruction				-2,596		-606.4
File Formats Removed	5.6	R5	D5	36,754 - 2,596 =	34,158	27,011.5
Folders identified as empty				-1,482 Folders		
Empty Folders Removed	5.7	R6	D6	5,893 - 1,482 = 4,411	34,158	27,011.5
Date created greater than date modified				20,273		
Author metadata present				6,640		
Company name present				4,035		
Author and Company Name Removed	6.1	R7	D7	0	34,158	27,011.5
Unique Identifier Applied	6.2	R8	None	All	34,158	27,011.5
Global Settings Applied	6.4	R9	None	All	34,158	27,011.5
Additional discards identified				-112		
Classify and Rename Complete	6.5	R10	D10	34,158 - 111	34,046	26,991.9

Removing empty folders



Sub-procedure	SDMT section	Restore	Discards	Files	Total Files	Total Size (MB)
Files identified as stay-in-place				-358		-1633.4
[Stay-In-Place Files Resolved]	5.6	(R5)	(D5)	37,112 - 358 =	36,754	27,617.9
Formats identified for destruction				-2,596		-606.4
File Formats Removed	5.6	R5	D5	36,754 - 2,596 =	34,158	27,011.5
Folders identified as empty				-1,482 Folders		
Empty Folders Removed	5.7	R6	D6	5,893 - 1,482 = 4,411	34,158	27,011.5
Date created greater than date modified				20,273		
Author metadata present				6,640		
Company name present				4,035		
Author and Company Name Removed	6.1	R7	D7	0	34,158	27,011.5
Unique Identifier Applied	6.2	R8	None	All	34,158	27,011.5
Global Settings Applied	6.4	R9	None	All	34,158	27,011.5
Additional discards identified				-112		
Classify and Rename Complete	6.5	R10	D10	34,158 - 111	34,046	26,991.9

6.0 Completing a Classification Analysis

6.0 Completing a classification analysis

1. Reviewing file property metadata
2. Applying a unique identifier
3. Validating the naming standard
4. Applying global changes
5. Renaming and classifying records
6. Conducting quality assurance on named and classified records

Applying a unique identifier

Styles: Commander Dual Horizontal Dual Vertical Explorer Filmstrip Images Single

Folder Tree X M:\FACILITY\Design & Construction\Current Projects\Surrey Animal Shelter

Folder Tree

- FACILITY
 - Administration
 - ALARM REPORTS
 - ASBESTOS
 - Assets
 - Backflow Prevention Assembly Test R
 - budgets
 - Building Information
 - Call outs After Hours
 - City Hall Security Reports
 - Cyclical Maintenance
 - Design & Construction
 - Current Projects
 - Art Space
 - Bear Creek Park Pavilion-Seniors
 - City Centre Library Whalley
 - Cloverdale Multipurpose Centre
 - Fire Hall #14 Replacement
 - Fraser Heights Fitness and Gym A
 - Kensington Prairie Recreation Cen
 - Newton Rec Addition GYM
 - Olympic Legacy Tom Binnie Rec C
 - RCMP HQ Expansion
 - Semi Lib and RCMP Green Wall
 - South Surrey Arena Surrey Eagles
 - Surrey Animal Shelter
 - Drawings
 - Meeting
 - Purchase Orders and Contracts
 - Survey and Reports
 - D&C Documents and templates
 - Digital Pictures
 - DRAWINGS
 - Energy Management
 - Fire Protection
 - Fire Safety Plans

Name	Size	Type	Modified
1559 S 104 ^CFC034484.dwg	328 KB	DWG File	2010-02-05 11:01 AM
1559 S 105 ^CFC034553.dwg	341 KB	DWG File	2010-02-05 11:01 AM
1559 S 106 ^CFC034554.dwg	331 KB	DWG File	2010-02-05 11:01 AM
1559 S 107 ^CFC034555.dwg	332 KB	DWG File	2010-02-05 11:01 AM
1559 Sections ^CFC034599.dwg	322 KB	DWG File	2010-02-05 11:17 AM
1559 W 101 ^CFC034557.dwg	313 KB	DWG File	2010-02-05 11:05 AM
1559 W 102 Bcr ^CFC034545.dwg	372 KB	DWG File	2010-02-05 11:05 AM
1559 W 103 Sry ^CFC034546.dwg	368 KB	DWG File	2010-02-05 11:05 AM
2010 06 23 Meeting Agenda ^CFC034927.pdf	50.6 KB	Adobe Acrobat Docu...	2010-06-23 9:50 AM
2010 07 22 Meeting 4 5 ^CFC034686.pdf	68.1 KB	Adobe Acrobat Docu...	2010-07-23 2:40 PM
30019 Bi Weekly Project Meeting 3 ^CFC034736.pdf	328 KB	Adobe Acrobat Docu...	2010-07-14 4:23 PM
A30019 Siteplan Studies Option 3 ^CFC035025.pdf	172 KB	Adobe Acrobat Docu...	2010-07-12 2:25 PM
A30019 Siteplan Studies Option 4 ^CFC035108.pdf	170 KB	Adobe Acrobat Docu...	2010-07-12 2:25 PM
A30019 Siteplan Studies Option 5 ^CFC035109.pdf	169 KB	Adobe Acrobat Docu...	2010-07-12 2:25 PM
A30019 Siteplan Studies Option 6 ^CFC034919.pdf	169 KB	Adobe Acrobat Docu...	2010-07-12 2:25 PM
A30019 Siteplan Studies Option 7 ^CFC034920.pdf	168 KB	Adobe Acrobat Docu...	2010-07-12 2:25 PM
Animal Care Centre ^CFC034908.msg	3.53 MB	Outlook Item	2010-07-12 4:05 PM
Animal Care Centre Second Email ^CFC034829.msg	2.27 MB	Outlook Item	2010-07-12 4:05 PM
Chernoff Thompson Architects ^CFC034966.docx	42.9 KB	Microsoft Office Word...	2010-05-27 12:07 PM
Ec S1772 Sketch2 ^CFC034654.dwg	79.5 KB	DWG File	2010-06-21 2:33 PM
Ec S1772 Sketch2 ^CFC034758.pdf	135 KB	Adobe Acrobat Docu...	2010-06-21 2:27 PM
Geo Pacific ^CFC035121.docx	43.1 KB	Microsoft Office Word...	2010-07-12 4:04 PM
Geo Pacific Proposal Surrey Animal Care and Adoption Centre ^CFC035022.msg	44.5 KB	Outlook Item	2010-07-12 4:05 PM
Geo Pacific Proposal Surrey Animal Care and Adoption Centre ^CFC035135.msg	2.03 MB	Outlook Item	2010-07-12 4:05 PM
Inspec Report June1 ^CFC034942.pdf	44.5 KB	Adobe Acrobat Docu...	2010-06-09 12:55 PM
Inspec Report June02 ^CFC034822.pdf	510 KB	Adobe Acrobat Docu...	2010-06-09 12:55 PM
Inspec Report June03 ^CFC034904.pdf	886 KB	Adobe Acrobat Docu...	2010-06-09 12:55 PM
Inspec Report June04 ^CFC034716.pdf	727 KB	Adobe Acrobat Docu...	2010-06-09 12:55 PM
Inspec Report June07 ^CFC034825.pdf	567 KB	Adobe Acrobat Docu...	2010-06-09 12:55 PM
Mhpm Project Mgrs ^CFC035017.docx	43.2 KB	Microsoft Office Word...	2010-05-27 12:17 PM
Schematic Design Workbook July15 ^CFC034835.pdf	2.62 MB	Adobe Acrobat Docu...	2010-07-15 12:07 PM
Surrey Animal Shelter 4th June Meeting Minutes ^CFC034833.pdf	84.2 KB	Adobe Acrobat Docu...	2010-06-09 7:57 AM
Surrey Animal Shelter 9th June Meeting Agenda ^CFC035051.pdf	47.1 KB	Adobe Acrobat Docu...	2010-06-09 7:58 AM
Surrey Animal Shelter 9th June Meeting Minutes ^CFC035146.pdf	91 KB	Adobe Acrobat Docu...	2010-06-14 9:07 AM
Surrey Animal Shelter Budget ^CFC035686.xls	111 KB	Microsoft Office Excel ...	2010-07-29 10:24 AM

Location Computer > M: > FACILITY > Design & Construction > Current Projects > Surrey Animal Shelter > Content Type <Disabled>

6.4 Implementing a record naming standard

PLN-A 2009-1001 Proper Noun sA01 Subject Author YYYY MM DD v01-9.fmt

1. Record Type
2. Project Number
3. Proper Noun
4. Sequence Number
5. Subject
6. Author
7. Event Date
8. Version Number
9. File Format

Applying global changes

Rename - Directory Opus

File

Old name: *

New name: *

Type: Standard Rename

☐ Automatically rename if new filename exists

☐ Case sensitive

☐ Enable file information fields

☐ Include file extension

☐ Rename files in selected sub-folders

☐ Rename matching filenames as one

☒ Script mode

☐ Modify capitalization: All Upper-case

☐ Sequential numbering from 0 by 0

Presets:

- Date ^
- DCT
- Double Space
- PHO
- PLN
- Remove #
- Remove &
- Remove ,
- Remove -
- Remove .
- Remove _
- Run Script
- Title Case 2

Edit Refresh Preview

```
*****
' TitleCase Options
*****
' fTitleCase MUST be True for the other options in this
' section to work
' *****
dim fTitleCase
dim fParCap
dim fDashCap
dim fFullStopCap
dim fFirstNonNum
fTitleCase = True      ' Convert to true titlecase
fParCap = True         ' Capitalise after parenthesis
fDashCap = True        ' Capitalise after a dash
fFullStopCap = True    ' Capitalise after a full stop
fFirstNonNum = True    ' Capitalise first non-numeric
```

Original Name	New Name
Bear Creek Pavilion Wales McLelland Const - Bld's Lien Court Registry Checklist1.doc	Bear Creek Pavilion Wales McLelland Const - Bld's Lien Court Registry Checklist1.doc
City Centre Library Pacific Blasting Builders Lien Court Registry Checklist1.doc	City Centre Library Pacific Blasting Builders Lien Court Registry Checklist1.doc
city hall reno - Bld's Lien Court Registry Search.doc	City Hall Reno - Bld's Lien Court Registry Search.doc
Civic Street Chiller Fraser Valley Ref Builders Lien Court Registry Checklist1.doc	Civic Street Chiller Fraser Valley Ref Builders Lien Court Registry Checklist1.doc
fire hall 1 Elgar Electric Ltd. Bld's Lien Court Registry Checklist1.doc	Fire Hall 1 Elgar Electric Ltd. Bld's Lien Court Registry Checklist1.doc
fire hall 1 Langley Roofing Bld's Lien Court Registry Checklist1.doc	Fire Hall 1 Langley Roofing Bld's Lien Court Registry Checklist1.doc
fire hall 11 Marine Roofing Bld's Lien Court Registry Checklist1.doc	Fire Hall 11 Marine Roofing Bld's Lien Court Registry Checklist1.doc

Simple... Preview Test OK Skip Abort

Renaming records

Windows Explorer window showing the directory structure of the Fleetwood Library. The left pane shows the folder tree, and the right pane shows a list of files.

Folder Tree (Left Pane):

- FACILITY
 - Administration
 - ALARM REPORTS
 - 1912
 - Administration
 - BC Pavilion
 - Cloverdale Ice Arena
 - Cloverdale Library
 - Cloverdale Rec
 - Cloverdale Seniors
 - Cloverdale Youth
 - CRU'S
 - Election Depot
 - Fleetwood Library
 - 2006
 - 2007
 - 2008
 - 2009
 - 2010
 - Fleetwood Rec
 - Fraser Heights
 - Green Timbers
 - Guildford Library
 - Guildford Rec
 - Hemlock Works Yard
 - Hjorth Road Pool
 - Kensington Prairie Elementary
 - Kwantlen Pool
 - Museum
 - Newton Ice Arena
 - Newton Lib. Admin
 - Newton Library
 - Newton Seniors
 - Newton Wave Pool
 - Newton Youth
 - NSRC

File List (Right Pane):

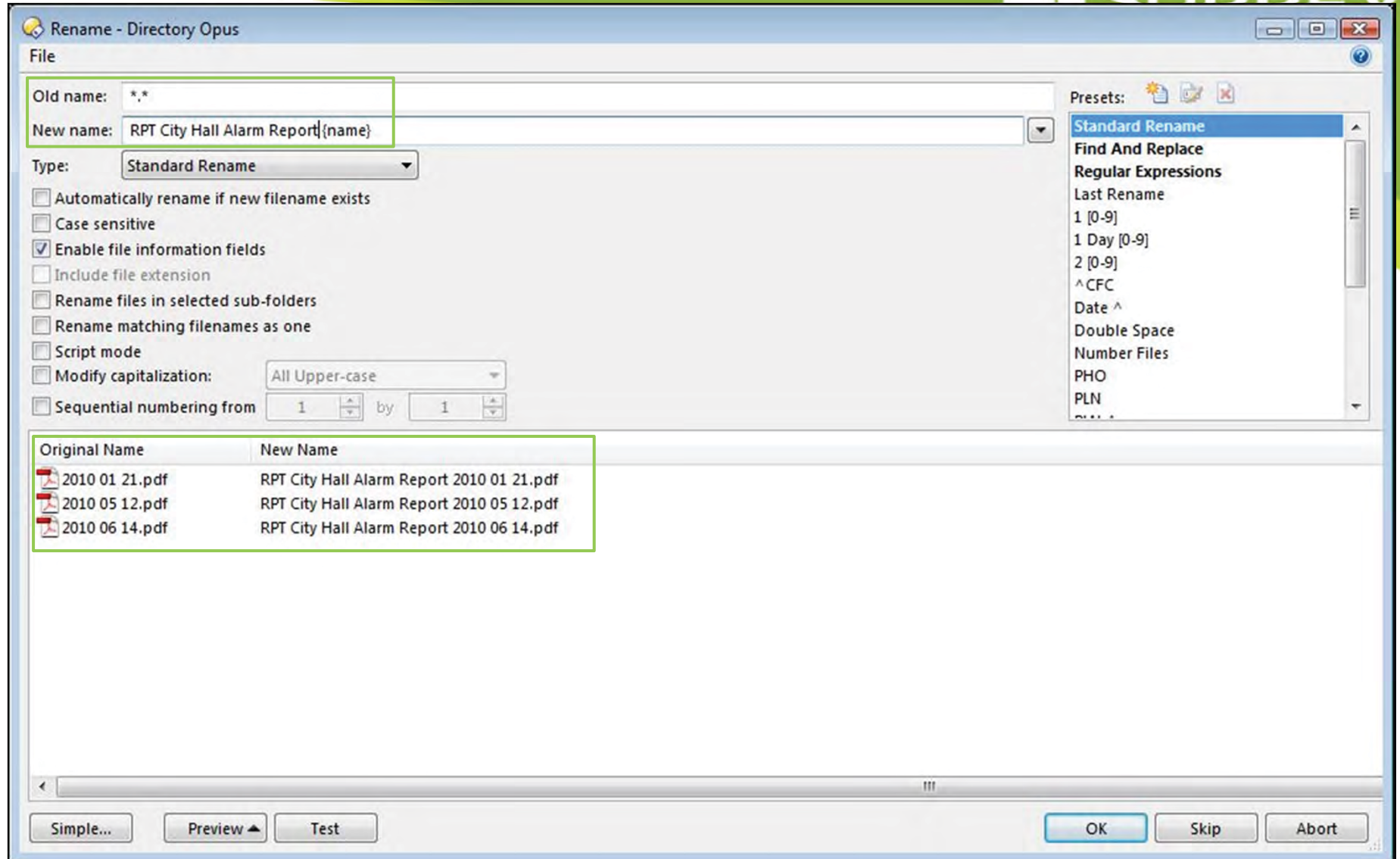
Name	Owner	Size	Type	Modified	Created
12-31-2006.pdf	SURREY\KAR	15 KB	Adobe Acrobat Document	2007-01-29 2:18 PM	2007-01-29 2:18 PM
12-30-2006 1805.pdf	SURREY\KAR	15.4 KB	Adobe Acrobat Document	2007-01-15 1:12 PM	2007-01-15 1:12 PM
12-25-2006 1331.pdf	SURREY\KAR	16.2 KB	Adobe Acrobat Document	2007-01-15 1:13 PM	2007-01-15 1:13 PM
12-07-2008.pdf	SURREY\KAR	26.2 KB	Adobe Acrobat Document	2009-01-16 3:05 PM	2009-01-16 3:05 PM
11-30-2008.pdf	SURREY\KAR	27.3 KB	Adobe Acrobat Document	2009-01-16 3:08 PM	2009-01-16 3:08 PM
10-17-2007.pdf	SURREY\KAR	26.3 KB	Adobe Acrobat Document	2007-11-14 1:24 PM	2007-11-14 1:24 PM
10-16-2009.pdf	SURREY\KAR	20.6 KB	Adobe Acrobat Document	2009-11-26 1:31 PM	2009-11-26 1:31 PM
10-16-2007.pdf	SURREY\KAR	27.2 KB	Adobe Acrobat Document	2007-11-14 1:24 PM	2007-11-14 1:24 PM
9-5-2007.pdf	SURREY\KAR	19.8 KB	Adobe Acrobat Document	2007-10-24 3:15 PM	2007-10-24 3:15 PM
9-2-2007.pdf	SURREY\KAR	19.8 KB	Adobe Acrobat Document	2007-10-24 3:16 PM	2007-10-24 3:16 PM
09-19-2006 2104.pdf	SURREY\KAR	15.7 KB	Adobe Acrobat Document	2007-01-11 2:39 PM	2007-01-11 2:39 PM
09-07-2009.pdf	SURREY\KAR	20.6 KB	Adobe Acrobat Document	2009-11-26 1:20 PM	2009-11-26 1:20 PM
09-06-2006 0307.pdf	SURREY\KAR	16.1 KB	Adobe Acrobat Document	2007-01-11 2:38 PM	2007-01-11 2:38 PM
09-03-2006 1858.pdf	SURREY\KAR	17.2 KB	Adobe Acrobat Document	2007-01-11 2:37 PM	2007-01-11 2:37 PM
08-29-2009.pdf	SURREY\KAR	22.7 KB	Adobe Acrobat Document	2009-10-15 12:23 PM	2009-10-15 12:23 PM
7-31-2007.pdf	SURREY\KAR	29 KB	Adobe Acrobat Document	2007-09-10 12:28 PM	2007-09-10 12:28 PM
06-25-2009.pdf	SURREY\KAR	26.8 KB	Adobe Acrobat Document	2009-09-16 12:32 PM	2009-09-16 12:32 PM
06-09-2008.pdf	SURREY\RSK	22.6 KB	Adobe Acrobat Document	2008-07-09 3:20 PM	2008-07-09 3:20 PM
05-04-2008.pdf	SURREY\RSK	24.6 KB	Adobe Acrobat Document	2008-08-14 2:35 PM	2008-08-14 2:35 PM
4-30-2007 1835.pdf	SURREY\KAR	22.2 KB	Adobe Acrobat Document	2007-07-12 9:22 AM	2007-07-12 9:22 AM
4-30-2007 711.pdf	SURREY\KAR	29.6 KB	Adobe Acrobat Document	2007-07-12 9:18 AM	2007-07-12 9:18 AM
4-30-2007.pdf	SURREY\KAR	22.2 KB	Adobe Acrobat Document	2007-07-12 9:15 AM	2007-07-12 9:15 AM
4-14-2007.pdf	SURREY\KAR	29.5 KB	Adobe Acrobat Document	2007-07-12 9:16 AM	2007-07-12 9:16 AM
04-10-2007.pdf	SURREY\KAR	23.1 KB	Adobe Acrobat Document	2007-07-10 3:17 PM	2007-07-10 3:17 PM
3-18-2007.pdf	SURREY\KAR	22.8 KB	Adobe Acrobat Document	2007-04-17 12:13 PM	2007-04-17 12:13 PM
03-31-2007.pdf	SURREY\KAR	26.6 KB	Adobe Acrobat Document	2007-05-10 2:22 PM	2007-05-10 2:22 PM
03-30-2007 2309.pdf	SURREY\KAR	20.4 KB	Adobe Acrobat Document	2007-05-10 2:24 PM	2007-05-10 2:24 PM
03-30-2007 0001.pdf	SURREY\KAR	25.3 KB	Adobe Acrobat Document	2007-05-10 2:21 PM	2007-05-10 2:21 PM
02-27-2008.pdf	SURREY\KAR	21.6 KB	Adobe Acrobat Document	2008-06-16 10:20 AM	2008-06-16 10:20 AM
01-27-2007.pdf	SURREY\KAR	15.3 KB	Adobe Acrobat Document	2007-02-15 9:45 AM	2007-02-15 9:45 AM
01-13-2007.pdf	SURREY\KAR	14.7 KB	Adobe Acrobat Document	2007-01-29 2:17 PM	2007-01-29 2:17 PM
01-11-2007.pdf	SURREY\KAR	14.5 KB	Adobe Acrobat Document	2007-01-29 2:17 PM	2007-01-29 2:17 PM
01-02-2009.pdf	SURREY\KAR	26.5 KB	Adobe Acrobat Document	2009-03-03 11:08 AM	2009-03-03 11:08 AM
01-01-2010.pdf	SURREY\KAR	22.7 KB	Adobe Acrobat Document	2010-02-11 12:53 PM	2010-02-11 12:53 PM
01-01-2008.pdf	SURREY\KAR	26.2 KB	Adobe Acrobat Document	2008-04-21 12:54 PM	2008-04-21 12:54 PM

Location: Computer > P: > FACILITY > ALARM REPORTS > Fleetwood Library

Status: 0/0 folders, 0/35 files, 0 bytes selected (5 hidden items)

Storage: 81% full, 36.6 GB free

Source: SOURCE



M:\Facilities and Property Management\0755-30\Cloverdale Ice Arena

File Edit View Go Favorites FTP Settings Tools Help

Styles: Commander Dual Horizontal Dual Vertical Explorer Filmstrip Images Single

Folder Tree

- Facilities and Property Management
 - 0360-03
 - 0710-01
 - 0710-04
 - 0710-06
 - 0710-07
 - 0710-08
 - 0710-30
 - 0710-40
 - 0730-01
 - 0730-02
 - 0730-20
 - 0740-01
 - 0740-03
 - 0740-07
 - 0740-20
 - 0740-30
 - 0750-01
 - 0750-02
 - 0750-03
 - 0750-04
 - 0750-05
 - 0750-06
 - 0750-09
 - 0750-20
 - 0750-30
 - 0755-01
 - 0755-10
 - 0755-20
 - 0755-30
 - Cloverdale Curling Rink
 - Cloverdale Ice Arena
 - Cloverdale Library
 - Cloverdale Recreation Centre
 - Cloverdale Seniors Centre
 - Cloverdale Youth Centre
 - 0755-40

M:\Facilities and Property Management\0755-30\Cloverdale Ice Arena

Name	Owner	Type	Size	Modified
DCT Cloverdale Ice Arena Assessments ^CFC006473.xls	SURREY\SKM	Microsof...	152 KB	2008-11-07 10:57 AM
PHO Cloverdale Ice Arena Mechanical Plumbing 6953 ^CFC001471.JPG	SURREY\RWC	JPG File	949 KB	2008-12-10 3:49 PM
PHO Cloverdale Ice Arena Mechanical Plumbing 6954 ^CFC001025.JPG	SURREY\RWC	JPG File	763 KB	2008-12-10 3:49 PM
PHO Cloverdale Ice Arena Mechanical Plumbing 6957 ^CFC001026.JPG	SURREY\RWC	JPG File	918 KB	2008-12-10 3:51 PM
PHO Cloverdale Ice Arena Mechanical Plumbing 6960 ^CFC001392.JPG	SURREY\RWC	JPG File	879 KB	2008-12-10 3:52 PM
PHO Cloverdale Ice Arena Mechanical Plumbing 6965 ^CFC001535.JPG	SURREY\RWC	JPG File	1 MB	2008-12-10 3:56 PM
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PHO Cloverdale Ice Arena Mechanical Plumbing Cooling Tower ^CFC000891.JPG	SURREY\RWC	JPG File	864 KB	2009-03-24 2:06 PM
PHO Cloverdale Ice Arena Mechanical Plumbing Dehumidifier ^CFC001503.JPG	SURREY\RWC	JPG File	1.58 MB	2008-07-18 2:07 PM
PHO Cloverdale Ice Arena Mechanical Plumbing Dehumidifier Pipe ^CFC001532.JPG	SURREY\RWC	JPG File	2.01 MB	2008-07-18 2:03 PM
PHO Cloverdale Ice Arena Mechanical Plumbing EF ^CFC001505.JPG	SURREY\RWC	JPG File	2.01 MB	2008-07-18 1:38 PM
PHO Cloverdale Ice Arena Mechanical Plumbing EF 1 ^CFC001538.JPG	SURREY\RWC	JPG File	1.77 MB	2008-07-18 1:22 PM
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PHO Cloverdale Ice Arena Mechanical Plumbing EF 3 ^CFC001425.JPG	SURREY\RWC	JPG File	1.70 MB	2008-07-18 1:22 PM
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PHO Cloverdale Ice Arena Mechanical Plumbing Hot Water Tank 3 ^CFC001509.JPG	SURREY\RWC	JPG File	1.72 MB	2008-07-18 2:26 PM
PHO Cloverdale Ice Arena Mechanical Plumbing Hot Water Tank 4 ^CFC001470.JPG	SURREY\RWC	JPG File	1.83 MB	2008-07-18 2:33 PM
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PHO Cloverdale Ice Arena Mechanical Plumbing IRH 5 ^CFC001477.JPG	SURREY\RWC	JPG File	939 KB	2008-12-10 4:01 PM
PHO Cloverdale Ice Arena Mechanical Plumbing Main Water Shutoff ^CFC001518.JPG	SURREY\RWC	JPG File	1.93 MB	2008-07-18 2:08 PM
PHO Cloverdale Ice Arena Mechanical Plumbing RTU 1 ^CFC001398.JPG	SURREY\RWC	JPG File	1.49 MB	2008-07-18 1:23 PM
PHO Cloverdale Ice Arena Mechanical Plumbing RTU1 ^CFC001033.JPG	SURREY\RWC	JPG File	1.95 MB	2008-07-18 1:43 PM

Location: Computer > M: > Facilities and Property Management > 0755-30 > Cloverdale Ice Arena

Content Type: <Disabled>

0/0 folders, 0/26 files, 0 bytes selected

81% full, 36.6 GB free SOURCE

7.0 Migrating Records

7.0 Migrating records

1. Migrating the appraisal copy
2. Conducting quality assurance on appraisal migration
3. Migrating the differential(s)
4. Decommissioning the shared drive
5. Migrating missing records
6. Destroying the shared drive backups

Enterprise Workspace:
02 City Facilities

Badesha, Gurb
Monday, 2010-07-12 01:57 PM Pacific Daylight Time

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Livelink

Search InfoShare for
All Words
Advanced Search
Go

Personal
Enterprise
Tools
Help

My Workspace
Workspace
Settings
Contents
For This Page

Add Document
Add Folder
Add Item

Enterprise > 02 City Facilities and Pr...

Browse
Drag & Drop

(All item types)
Search in name

Detail View

Copy
Move
Delete
Zip & Download
Zip & E-mail
Print
Collect

Type	Name	Size	Modified
Folder	0710 Facility Administration	9 Items	2010-06-14 06:13 PM
Folder	0720 Cyclical Maintenance	9 Items	2010-06-16 03:07 PM
Folder	0730 Facility Service Agreements	3 Items	2010-06-14 06:13 PM
Folder	0740 Facility Security	9 Items	2010-06-14 06:13 PM
Folder	0750 Preventative Maintenance	10 Items	2010-06-14 06:13 PM
Folder	0755 Facility Equipment	2 Items	2010-06-14 06:13 PM
Folder	0760 Design and Constuction	4 Items	2010-06-14 06:13 PM
Folder	0775 Facility Building Plans	15 Items	2010-06-14 06:13 PM

Copy
Move
Delete
Zip & Download
Zip & E-mail
Print
Collect

8 items

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Detail View

Type	Name		Size	Modified
	RPT City Hall Alarm Report 2007 09 09		28 KB	2010-05-05 03:17 PM
	RPT City Hall Alarm Report 2007 00 06		28 KB	2010-05-05 03:17 PM
	RPT City Hall Alarm Report 2007 02 03		27 KB	2010-05-05 03:17 PM
	RPT City Hall Alarm Report 2007 05 11		23 KB	2010-05-05 03:17 PM
	RPT City Hall Alarm Report 2007 05 13		31 KB	2010-05-05 03:17 PM
	RPT City Hall Alarm Report 2007 09 22		25 KB	2010-05-05 03:17 PM
	RPT City Hall Alarm Report 2008 00 22		21 KB	2010-05-05 03:17 PM

Search

Templates

Advanced Options:

- Full Text ?
- [Natural Language Query](#) ?
- [Scope](#) ?
- [System Attributes](#) ?
- [Categories...](#) ?
- [XML Types...](#) ?
- [Classifications](#) ?
- [Physical Item Types](#) ?
- [Physical Item Attributes](#) ?
- [Records Management Attributes](#) ?
- Browse Livelink ?

Full Text

Look For: All Words ▾ Modifier: <None> ▾ Within: All ▾

Category: CoS-Import

Additional Attributes... ▾

Original File Path: Alarm Library 2010 Modifier: <None> ▾

Original Unique ID: Modifier: <None> ▾

MOTC: ☐

Original Modified Date: Any Date ▾

Import Date: Any Date ▾

Differential: ☐

Browse Livelink

Livelink:InfoShare

Browse Livelink...

Option:

[Change the Way Results are Displayed](#)


Search

Save Your Search

Save Template

Revert to Default

Reset


Search Result

Badesha, Gurp
 Wednesday, 2010-06-16 11:34 AM Pacific Daylight Time

POWERED BY
Livelihood

Search Livelihood for

Admin Help

Personal ▾
 My Workspace
 Favorites

Enterprise ▾
 Workspace
 Users & Groups



















Tools ▾
 Settings

Help ▾
 Contents
 For This Page

Results 1 to 9 of about 9 sorted by Relevance

Collect All Search Results
 Refine Your Search
 Save Your Search

[Change the Way Results are Displayed](#)

Select Action...	Relevance	Sort	View: Less Detail More Detail
<input type="checkbox"/>	 RPT Fleetwood Library 2010 01 01 ▾  InfoShare > 02 City Facilities and Property > ... > 30 Alarm Reports > Fleetwood Library - 30% - 23 KB - Roemer, Kim - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Guildford Library 2010 01 07 ▾  InfoShare > 02 City Facilities and Property > ... > 30 Alarm Reports > Guildford Library - 30% - 21 KB - Roemer, Kim - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Newton Library Administration 2010 0... ▾  InfoShare > 02 City Facilities and Property > ... > 30 Alarm Reports > Newton Library - 30% - 23 KB - Roemer, Kim - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Newton Library Administration 2010 0... ▾ D PDFlib PDI Linux Xerox WorkCentre Pro  InfoShare > 02 City Facilities and Property OT > ... > 30 Alarm Reports > Newton Library - 30% - 23 KB - Yee, David - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Guildford Library 2010 01 07 ▾ D PDFlib PDI Linux Xerox WorkCentre Pro  InfoShare > 02 City Facilities and Property OT > ... > 30 Alarm Reports > Guildford Library - 30% - 21 KB - Yee, David - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Fleetwood Library 2010 01 01 ▾ D PDFlib PDI Linux Xerox WorkCentre Pro  InfoShare > 02 City Facilities and Property OT > ... > 30 Alarm Reports > Fleetwood Library - 30% - 23 KB - Yee, David - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Guildford Library 2010 01 07 ▾  InfoShare > 02 City Facilities and Property CHARLA > ... > 30 Alarm Reports > Guildford Library - 30% - 21 KB - Yee, David - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Fleetwood Library 2010 01 01 ▾  InfoShare > 02 City Facilities and Property CHARLA > ... > 30 Alarm Reports > Fleetwood Library - 30% - 23 KB - Yee, David - 2010-05-05 - Find Similar		
<input type="checkbox"/>	 RPT Newton Library Administration 2010 0... ▾  InfoShare > 02 City Facilities and Property CHARLA > ... > 30 Alarm Reports > Newton Library - 30% - 23 KB - Yee, David - 2010-05-05 - Find Similar		

Select Action...

Show 10 items

Results 1 to 9 of about 9 sorted by Relevance

Collect All Search Results
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Trusted sites | Protected Mode: Off
 100%

Closing Comments

Closing comments

- Think about whether or not the *SDMT* process applies
- Look at the business case, know how to sell the effort
- Recognize the technical and human resource requirements
- Expect that existing politics and trigger points will intensify

End