

Unit 22

Archiving

Archiving: *Unit Objectives*

By the end of this unit the student will be able to list three reasons why archiving is necessary on an incident, and name two work processes that support Archiving.

Archiving for the future

- Following standard filing and naming conventions allow others to use and reproduce your work in the future.
- Good work habits are easier to document.
- The person you help may be yourself.

Archive Early

- Good housekeeping of data generated on an incident is necessary from the beginning !
- There will not be the opportunity to back track later.

Working with Geodatabases

- Copy the incident Personal Geodatabase (PGDB) with a date/time name before starting work.
- Copy incident project MXD files with a date/time name before starting work.

A little bit every day is easy

- Good data management is very manageable if done daily.
- Structure a chunk of time into you schedule every shift to maintain neat records.
- Organized record keeping is more efficient ! Develop good habits.

Get it off your C:\ drive

- Copy your data on to a storage device.

CDROM or DVD

You will hand you data off to two entities when you leave the incident, prepare up front for how that will happen, work with and through your SIT Unit Leader.

Products in the Products directory

- Print a product – store a product
- Make a digital product, then make a paper product.
- Place copies of .pdf or .jpg in the Products directory.

Distribute Archived Data

- Two copies of the incident data should be made:
 - 1. The Hosting Unit and
 - 2. the Incident Documentation Unit.
- Your job in addition to making maps is to leave a legacy. Leave an understandable account of what has been transcribed.

Archiving: *Unit Review*

By the end of this unit the student will be able to list three reasons why archiving is necessary on an incident, and name two work processes that support Archiving.