	Technology Services Network Management Operations	SOP #	TS-NMO-007
		Revision #	
		Implementation Date	May 6, 2016
Page #	1 of 2	Last Reviewed/Update Date	
SOP Owner	Nelda Hanzi	Approval	Greg Rhodes
SOP Name	Archiving Transfinder Databases		

Standard Operating Procedure

1. Purpose

Define the process for removing databases from Transportation production servers and restoring archives.

2. Scope

The departments of Planning & Research and Transportation operate on four databases; CFISD Main, CFISD Special Programs, CFISD Special Ed and CFISD Planning and Research. These databases are located on the Transportation server (10.0.67.81).

Before the beginning of a school year each of the four databases are archived and identified by their function and the school year. The Transportation department uses the first three databases listed above. The fourth database is used by Planning and Research.

A data-feed from Information Services runs on a regular basis to add students to the Planning and Research database. Student records are geocoded (identified by attendance zone for the student's address). A scheduled SQL job runs, that passes student records to the appropriate Transportation database.

In the spring semester of the school year state-routing databases are created for each of the Transportation databases. The state-routing process determines state funding. The first database copy is labeled H. Transportation staff manipulate the data within the H copies. The H copy of the Main database and the Special Programs database are copied to the E version. The Special Education database has an E state-routing database only.


After the school year has ended and/or state-routing is complete the databases are archived. The archive is then restored to the Transarchive server (10.2.8.36).

3. Prerequisites

The purpose of a database has been fulfilled and is no longer needed except for ediscovery or audit purposes.

4. Responsibilities

NMO staff are responsible for creating the archive and removing the database from production. Transportation staff or Planning & Research staff are responsible for verifying the archive before the database is removed from the production server.

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5. Procedure

#	Step	Responsibility
1	Request is made by email or phone call for database (s) to be archived.	Transportation, NMO, or Planning & Research
2	Database is archived in the Transfinder application. The .tfa file can be saved to any specified location. Current server is named Transportation (10.0.67.81)	NMO
3	Archive (.tfa file) is restored to Transarchive server (10.2.8.36) through the Transfinder application installed on the server.	NMO
4	Department staff verify that student and routing records are included in the restored archive.	Transportation and/or Planning & Research
5	Database is deleted within Transfinder. Database is deleted from SQL Server, database files are deleted from the server file system.	NMO