**Data Handling Documentation**

**Overview**

This document outlines the procedures for managing physical SSDs used for storing and transferring data within the team. It includes guidelines for checking out, returning, updating, and maintaining the drives.

**Objective**

To ensure that all data handled within the team is managed securely and efficiently, with accountability for the data's integrity and availability.

**Scope**

This procedure applies to all team members who use and manage data stored on physical drives for project purposes.

**Roles and Responsibilities**

* **Data Handler**: Oversees the data management process, ensures drives are updated and returned on schedule, and handles security protocols.

1. As of right now it’s me: **Vamsi**

* **Team Members**: Responsible for checking out and returning drives as per the schedule, reporting any issues with the data or drives immediately.

1. **Xinyu**

2. **Sadie**

3. **Vamsi**

4. **Max**

5. **Audie**

Right now, these are the only people that need a drive for themselves to work on the project.

**Procedures**

**Checking Out Drives**

**Record Keeping:** The checkout date, team member's name, and expected return date are recorded in the Data Handling Spreadsheet [Data\_Handling\_Spreadsheet](https://docs.google.com/spreadsheets/d/1SNLz8tSn1YS5UHMUh63asMJf8Vz8HkHGGoj_19tG9JU/edit?usp=sharing).

**Returning Drives**

**Record Updating**: Updating the Data Handling Spreadsheet [Data\_Handling\_Spreadsheet](https://docs.google.com/spreadsheets/d/1SNLz8tSn1YS5UHMUh63asMJf8Vz8HkHGGoj_19tG9JU/edit?usp=sharing) with the return details.

**Updating Drives**

1. **Schedule:** Drivers are mostly updated once every 2 weeks. The schedule for updates are based on mapping van usage.
2. **Process:**
   1. Verify the data integrity in the master copy pre-update
   2. Connect the MD to a secure system.
   3. Copy the data files to the drive

Instructions

* + 1. Download and install the Macrium Reflect software.
    2. Ensure both the source drive and the target drive are connected to your computer.
    3. Make sure the destination drive has enough space to hold all the data from the source drive.
    4. Launch the Macrium software and start the clone process by selecting the source drive and the target drive.
    5. If you want all the partitions to be cloned select them all if not select the required partitions in the drive.
    6. You can also modify the size and order of these partitions to fit the new drive if it has a different capacity.
    7. If needed, adjust the advanced options like partition alignment and SSD trimming.
    8. Review the operation summary, save the backup option as a XML file for future use and start the cloning process.
    9. Monitor the progress, it takes a considerable amount of time depending upon the amount of data.
    10. Once the Cloning is done. Test the drive by scanning the data and do a scan of the drive to ensure it works perfectly fine.
    11. Once you’ve confirmed the cloned drive is working fine, you can disconnect the drives from the computer.

1. **Documentation:** Record the update details in the [Data\_Handling\_Spreadsheet](https://docs.google.com/spreadsheets/d/1SNLz8tSn1YS5UHMUh63asMJf8Vz8HkHGGoj_19tG9JU/edit?usp=sharing).

**Reporting and Maintaining**

Report immediately if there are any issues with the drive or any data discrepancies. Check the drives regularly to ensure their reliability.

**Goals**