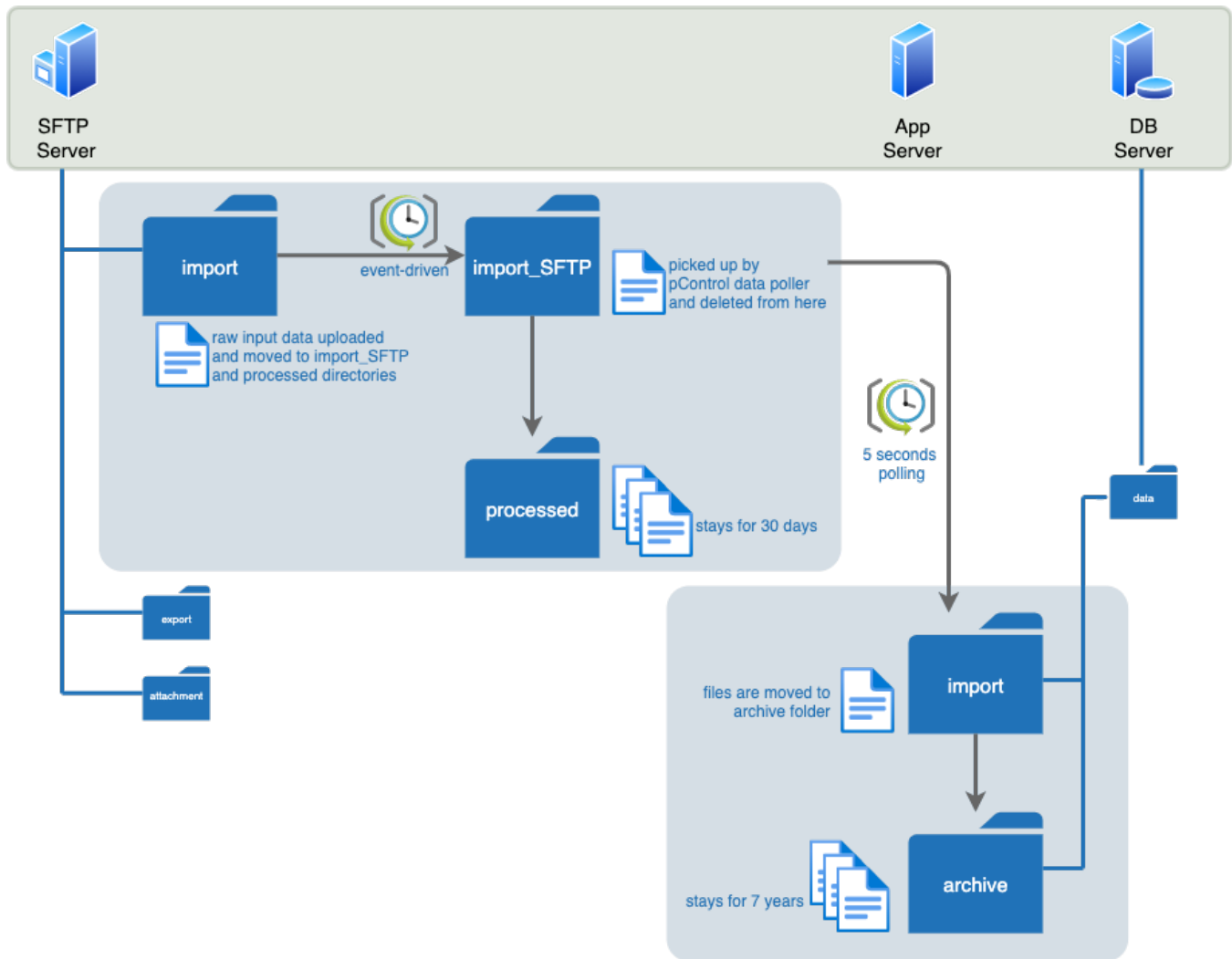# Raw Data

... describing common procedures on raw data (data management)

1. **import directory** in SFTP Server
    - clients and their TPAs upload their files to the **import** directory multiple times a day
    - clients upload their files using SFTP (Generali) or MQ (Vanguard and BNY)
    - files are deleted from this directory whenever there is a new file upload
2. **import_SFTP directory** in SFTP Server
    - files are moved from the **import** directory to **import_SFTP** directory when they arrive to the import directory (event-based script for the successful upload)
    - import SFTP directory is always empty
    - *pControl App Server* is polling the import_SFTP directory every 5 seconds
    - this is a directory where ETL data are polled from (data poller)
3. **processed directory** in SFTP Server
    - files from the import_SFTP directory are copied (and renamed) to the **processed** directory
    - files are renamed with a timestamp at the end of their name (client wants to know whether the file has been processed)
    - files in the processed directory will be deleted after 30 days
4. **import folder** in DB Server
    - *pControl App Server* moves the contents of import_SFTP directory to the import folder in *DB server* (the content is deleted from this directory)
5. **archive folder** in DB Server
    - *pControl App Server* invokes the take-on process
    - it moves the files to archive folder (the content is deleted from the import folder)
    - files in the archive folder stay there for 7 years
    - there is an intention to move such data into a cheaper storage in AWS (Glacier) after some time
6. **other directories** in SFTP Server
    - SFTP Server also supports business processes (not just for raw input data)
        a. export' directory

- a directory for storing results from business processes
- in detail, a hand off entity creates files in the export folder

b. 'attachments' directory
- a directory for storing documents, which are supporting business processes
- for instance, it is used as a collateral to validate exceptions and trades