

PROCEDURE OF BACKUP/DISASTER RECOVERY OF DATA ESSENTIAL TO FFGC

We are asking all board members to evaluate the data that they use in doing their FFGC jobs. We need to have a safe copy of this data in case of health problems or disasters in your area or homes.

Criterion to evaluate your files would be :

- 1) Is it essential to your chairmanship?
- 2) Is it difficult to recreate?
- 3) Does it contain information about FFGC members?
- 4) Is it critical data for FFGC?

Here are some examples of data that should be copied for backup and recovery purposes:

- 1) Book of Information
- 2) Bylaws and Standing Rules
- 3) Convention Manual
- 4) Gardening Study, Landscape Design and Environmental Study schools consultants records
- 5) Lists of Pillar of Pride, Hall of Fame, and Earth Steward and FFGC Bricks honorees
- 6) Flower show Judges Information
- 7) Tri-council member information
- 8) Etc...

We have a Google Drive setup at HQ that our office manager will manage. We are requesting that you send a copy of your data to her and she will organize and store this data so it can be easily retrieved if needed. You would keep your working copy. At the time of each board meeting (Jan., April, and Sept.) you will be asked to send new copies of your files if they have been updated or just reply to the office manager that they have not changed since the last copy. FFGC will keep a directory of the filenames stored on the drive and who owns and updates the data. We will also add these filenames to the book of chairmanship job descriptions so we have record of the critical data of FFGC.

Requested file naming convention:

(date) (group) (filename).(fileextension)

Date - YY-MM-DD e.g 21-03-20

Group - a group name like Tri-council or your chairmanship name

Examples: 2021 convention, Tri-council, FFSJ, pillar of pride, LDS (abbrev for landscape design schools), GSS (abbreviation for Gardening Study School), BOI, ByLaws, Wekiva Youth Camp, etc.

Filename – the name of the file

Examples – convention manual, Rules and procedures, directory, recipients, consultants spreadsheet, BOI 2020, by-laws 2020 updates, WYC budget, etc.

File extension – type of file

Word - .docx

Excel - .xlsx

Powerpoint - .pptx

NOTE: Please do not send PDF format files (.pdf). Send the source file used to make the pdf file. It is easy to recreate .pdf files if needed, but it is not easy to recreate the source file from a .pdf. Also please do not send a picture of a document (.jpeg). We need the original file in order to recover if the need ever arises.