

# File Management

## Regular File Cleanup:

- Schedule regular cleanup tasks to remove temporary files, outdated render outputs, and unused assets from the server.
- Identify and delete files that are no longer needed, such as old render frames, intermediate files, or obsolete project assets.

## Automated Cleanup Scripts:

- Develop automated cleanup scripts or tools to streamline file deletion processes.
- Set up scheduled tasks to run cleanup scripts during off-peak hours to minimize disruption to ongoing projects.

## Versioning and Backup:

- Implement version control systems or backup solutions to maintain multiple versions of render files and project assets.
- Ensure that backup solutions are configured to perform regular backups of critical data to prevent data loss in case of server failure or accidental file deletion.

## Incremental Backups:

- Use incremental backup strategies to only back up files that have changed since the last backup.
- This helps reduce backup time and storage requirements while ensuring that recent changes are safely preserved.

## Offsite Backup:

- Store backups in offsite or cloud storage locations to protect against data loss due to physical server damage, theft, or natural disasters.
- Implement encryption and access controls to safeguard sensitive data stored in offsite backups.

## File Retention Policies:

- Define clear file retention policies specifying how long different types of files should be retained before deletion.

- Ensure that file retention policies comply with legal and regulatory requirements governing data retention and privacy.

## Data Integrity Checks:

- Periodically perform data integrity checks to verify the consistency and integrity of stored files.
- Use checksums or hash algorithms to detect data corruption or tampering and take corrective actions as needed.

## Disaster Recovery Planning:

- Develop and maintain a comprehensive disaster recovery plan outlining procedures for restoring data in the event of data loss or server failure.
- Conduct regular drills and simulations to test the effectiveness of the disaster recovery plan and identify areas for improvement.

## User Education and Training:

- Provide training and guidelines to users on file management best practices, including proper file naming conventions, folder organization, and data retention policies.
- Encourage users to regularly archive or move files that are no longer actively used to long-term storage to free up server space.

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