

**Drake University
Computer Information Systems
Operation Policies and Procedures
Directory Clean Up and Report Archival**

This document describes how directory clean up and report archival and procedures are applied to the application production environments.

Applications Covered Under this procedure are:

DUSIS which includes: SCT Banner including Self Service, Bookshelf and Online Help, SCT Banner Xtender Solutions, SCT Workflow, Eprint

Luminis which includes: SCT Luminis Content Management System, SCT Luminis Platform System

AdAstra Room Scheduling

DUSIS and Eprint

Directory Clean Up

Directory clean up is performed on a regular basis to ensure adequate disk space for job processing.

Directories to Clean

/export/jobsub on ODBS

All files, except for system log files and scripts, in this directory will be removed once they are older than 14 days. Files to be removed include .log, .clg, .lis, .doc, and .rpf files. A Cron job will be scheduled to run every night at 3:00 a.m. Monday to Friday to handle the purge of these files. Any file that needs to be retained by the user needs to be downloaded to the users FTP Directory on the FMX server where it will be the users responsibility to handle the purge of that file from the system at the appropriate time. Since the user does not have /export/jobsub access directly, any move of these files to the users FTP Directory on FMX must be requested from operations to be handled manually in the case of 1 time requests or programmatically in the case of regular requests. An exception to the rule is regular reports that need to be retained and archived for any reason. These reports should always be sent to Eprint. See the procedure for Report Archival below for further information.

System log files will be purged on a nightly basis. The last 50000 lines or 10 days of each log file will be retained. A Cron job will be scheduled to run every night at 3:00 a.m. to perform the purge.

FMX FTP Directories

The clean up of the FTP Directories on the FMX Server will be the responsibility of each department. Each department has a folder on FMX for which to place files that need to

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be FTP'd to or from the ODBS Server where Banner resides. Each department should put into place a procedure for clean up of the directory that they own.

Reports Stored in Database

Reports generated through the Banner application and stored to the Database will be purged on a regular basis. A Cron job will be scheduled to run every night at 3:00 a.m. to purge reports from the Database that are over 14 days old.

Report Archival

Report Archival is performed in order to remove old report files from the server to make room for new reports and to save reports onto a CD-ROM for use later in audits and other activities. All Banner reports run from Banner jobsub that will need to be stored to CD-ROM should be set up for publication on the Eprint Server. On the request of the Data Custodian, a CD-ROM will be created for each repository that exists on the Eprint Server and delivered to the data custodian owning that repository. On a yearly basis, reports that are over one year old will be removed from the server. This process will be performed by OIT Operations. Reports can be set up on Eprint by contacting OIT Operations.

Archival and removal of reports created on the users desktop through MS Office or any other means is the responsibility of that user.

Banner Xtender Solutions

Due to limited use archival and clean up of SCT Banner Xtender Solutions is not required. This will be revisited as use of this application increases.

AdAstra Room Scheduling

On a monthly basis, the AdAstra Room Scheduling system log files are purged to allow for adequate disk space for processing. Log files that are over 30 days old are purged from d:\AstraScheduleServer6.

SCT Workflow

Archival of Workflows is covered in the Workflow Policy and Procedures document.

SCT Luminis Content Management System

Archival and purging policy has not yet been developed for this application.

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SCT Luminis Platform System

Archival and purging policy has not yet been developed for this application.