

ARCHIVES

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FAQ

When should I have my project archived?

The best time to archive a project can vary for each project. When a project has been constructed and As-Built plans have been returned to the division is usually the best time to archive. The procedures in place at this time require the CADD support team save the files to a location they can retrieve at a later date. At that time you remove that project from your workstations project directory or have CADD Support assist you. If you are experiencing problems with disk space please contact the support section to find a resolution.

General Archiving Procedure

When a project has been completed it can be archived.

Completed usually means that we have received a set of as-built plans for that project.

Archiving means that the files for a project are copied onto some type of stable storage media.

When construction of a project has been completed a set of As-Built plans are submitted to Roadway Design. That is the trigger that begins the archive process. The person receiving the as-builts must then submit this to the person responsible for initiating the archive process.

The marked plans will then be scanned and these raster files (.tif) become the official archived plans. This will then be placed on a storage device attached to the network. This will allow future persons to access the plans. The Microstation, Geopak, etc. files will also be combined with these files.

Once placed on the network, the original project files will be removed from the project file server.

At this point the files can be removed from your workstation.

Historical Archive Information

IN THE BEGINNING OF ARCHIVING.....

In the beginning of CADD projects the work was done by connecting to a MainFrame computer via UNIX terminals. All the project files were archived offsite on VAX tapes. When the process moved away from the mainframe computer to local UNIX workstations, we attempted to transfer the VAX archives tapes to UNIX 8mm tapes. These 8mm tapes could then be used to back up our UNIX file server. The VAX tapes turned out to be unreliable and several tapes were corrupted and we were unable to restore some of the archived projects.

The files that we were able to transfer to 8mm tape were saved and additional projects were then archived on these tapes.

THE MOVE TO WINDOWS NT OPERATING SYSTEM...

As we eliminated the UNIX workstation for the more affordable PC workstations running Windows we saw a need to move away from the clumsy 8mm tape backup to the easier to use CD media. The 8mm tapes could hold a very large amount of data but were very hard to use. Windows on the workstations did not provide any built-in application for using the tapes. Tapes also did not provide the automation we were looking for. The most inexpensive method of doing this was to use DVD's or CD's. They do not hold nearly the amount of data, but are cheap and easy to make and automate.

THE ARCHIVE PROCESS TODAY...

With the addition of web site connectivity and the ability to burn DVD's and CD's promoted the method in which we archive today. Most users have enough disk storage space on their workstations to allow them to keep a copy of their project for its entire cycle. This allows us to leave the project available for any kind of change that needs to be addressed. Once a project has been constructed, a set of plans is sent back to Roadway Design, called As-builts. When these are returned, CADD support will scan these drawing to a raster format called "tiff". These files can then be placed on a server that is accessible via the Intranet. These tiffs can then be viewed and printed. As-builts will no longer be required to be stored in the plans room but will be stored electronically. After this has been done, CADD support can save the actual project files onto a DVD or CD and remove them from the project server. Since the design team keeps another copy on their workstation they will be asked to remove that project or at least remove it from their Project Directory. Any work that may be required on that project after the archive must be checked-out from CADD support and that project will be re-archived if any changes occur. All projects are maintained in a database, this database will be updated when a project

has been archived and will contain any information that you need to find it on a CD archive number.

All archive projects have been moved to either CD's or DVD disk (including all the old VAX and UNIX projects that we were able to restore). You will need a project number and Disk number to request CADD support to restore and archive. This information can be gotten from the Intranet Project Status Web pages.