GRANARY DIGITAL

Data wrangling checklist

Work through this list every time a card leaves the camera. Footage is lost at the offload, so do not format a card until every copy is verified.

Copy each card to at least two drives, check every copy against the source with a checksum, and log the transfer. A copy that says it finished is not proof that the files match.

Card label _____ Camera _____ Date _____ Last take _____ Last clip _____

Before the card leaves the camera

- [ ] **1. Label the card with the camera letter, the card number and the date.**
- [ ] **2. Note the last take on the card and the last clip number in the camera report.**
- [ ] **3. Make sure the card is not still being written to. Stop recording before you remove it.**

Notes

Offload and copy

- [ ] **4. Copy to two destinations at the same time if the setup allows it, not one after the other.**
- [ ] **5. Copy the whole folder structure the camera wrote, not only the video files.**
  Sidecar files, audio and metadata are part of the shoot.
- [ ] **6. Keep the source card untouched until the checks below are complete.**

Notes

Verify

- [ ] **7. Generate a checksum for every file on the source card.**
  A checksum is a short code worked out from the contents of a file. If two files give the same code, their contents match.
- [ ] **8. Generate the same checksums for each copy and compare them with the source.**
  Any mismatch means that copy is bad, so make it again.
- [ ] **9. Open a sample of clips in a media information tool.**
  Check the frame size, frame rate, codec and timecode against the camera report.

Notes

Store to 3-2-1

- [ ] **10. Three copies in total: the card, or the first drive, and at least two backups.**
- [ ] **11. Two different types of storage.**
  Mix an internal drive with a removable one, or add cloud storage. Drives of the same model bought together can fail together.
- [ ] **12. One copy in a separate place from the others.**
  A fire, theft or flood at the set should not take every copy.
- [ ] **13. Check the backups again after a day or two.**

Notes

Watermarked preview. Get the clean file free at www.granary.digital/guides.html

> **Only after step 8 is complete should the card be formatted.** The copies must match the source before the card is released.

Common mistakes

- Trusting the "copy complete" message and formatting the card straight away.
- Copying only to a laptop, which is then the only copy of the day's work.
- Formatting a card that was copied to one drive, with the second copy still to be made.
- Naming files the same way on every card, so the offload log cannot tell two cameras apart.
- Buying three drives of the same model and calling it a backup.

Sign-off

Checksums verified on both copies by _____ Time _____ Card released for formatting at _____

Storage figures come from the data rate and storage calculator. The data lead on the production sets the actual procedure, including how often backups are checked and where the offsite copy is kept.

PREVIEW granary.digital

Watermarked preview. Get the clean file free at www.granary.digital/guides.html