GRANARY DIGITAL

Offload log

Each card copied on set, the copies made, the checks and the release time.

Date	Card label	Card serial no.	Camera	Start	Finish	Duration	Files	Size (GB)	Checksum method	Drive 1	Drive 1 time	Drive 1 check	Drive 2	Drive 2 time	Drive 2 check	Off-site copy (where, when)	Released for formatting	Initials
	A014 (example)		*A*	*11:40*	*12:02*	*0:22*	*212*		*Per production*	*Drive 1*	*11:42*	*Verified*	*Drive 2*	*11:58*	*Verified*	*Production office, at wrap*	*12:05*	

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Date	Card label	Card serial no.	Camera	Start	Finish	Duration	Files	Size (GB)	Checksum method	Drive 1	Drive 1 time	Drive 1 check	Drive 2	Drive 2 time	Drive 2 check	Off-site copy (where, when)	Released for formatting	Initials

Cards logged	1
Cards with both drives verified	1
Files copied	212
Size copied (GB)	0.0

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Offload log template

One row for each card copied on set: where each copy went, and whether every copy matched the original.

How to use this template

1. Label the card before it leaves the camera, and enter the same label in the Card label column.
2. Copy the card to the first drive, using the offload method agreed with the production. Enter the drive name and the time the copy finished.
3. Verify the copy with checksums. A checksum is a short code worked out from a file's contents, so a matching code shows the copy is identical to the original. Enter the result as Verified or Not matching.
4. Copy the card to a second drive, verify it the same way, and log it.
5. Only when both copies are verified should the card be released for formatting. Enter the release time, and mark the off-site copy with where it went and when.
6. Enter your initials on the row. The duration and the totals fill themselves in.
7. Keep the log with the camera report. The camera report records what was shot, and this log records what was copied and whether the copies match.

The row marked Example in grey italics shows how to fill in a line. Overwrite it or delete it before you use the sheet.

Totals count rows 7 to 56. Insert new cards above the totals row so the formulas pick them up.

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