

O'SESAME~FILEROOMCLERK

PRELIMINARY BUSINESS RULE CONSIDERATIONS

Readers may submit new items to be added or old items for deletion to this Business Rule (BR)

The order of these items is not an indication of their importance or other factor

- Backup power systems and double-fed telecommunications circuits are critical components but will not be considered in this BR
- It is a generally accepted BR that originals and copies of the content of all forms of communication between persons, organizations and various automated systems, should be securely stored and archived at two or more separate physical locations.
- The distance between the two storage sites should be great enough to prevent or greatly reduce the possibility of damage or destruction of information by forces of nature or human conspiracies.
- The state of current technology supports this process at a greatly reduced cost factor.

ALL INFORMATION SHOULD BE STORED IN AN ORGANIZED MANNER THAT

- Uses relationships that are intuitive to humans – typically a common or human connection.
- Uses relationships that are compatible with the file storage system
- Uses indexes and access control that facilitate fast, secure access to the information
- The naming paradigm for individual items and their storage method should always include an indexed location, date & time

COMMON BUSINESS AND PERSONAL SOURCES OF INFORMATION

Creating, Storing, Transporting, Duplicating and Archiving Information has been and can be handled in many different manners.

This approach is just another that might be better for some users and not appropriate for others.

The writer has successfully used on a daily basis and continues to consider improvements.

This version beginning with this file will seek to guide the user but not impede their work with a disproportionate share of devotion to this BR and the Digital File Room paradigm. We believe this build of o'SESAME~FileRoomClerk is worth your time and financial investment even if your operation is using another CRM or ERP system.

noahsARK~2009 database application modules can easily provide two-way record linking with other major applications.

INFORMATION TRANSPORT SYSTEMS

• ITS MEDIUMS, METHODS & PROCESSES

Human Senses:	Voice, Body & Sign language
Natural Elements:	Drawings, symbols, alphabets, smoke, light, earth, rocks, plants
Electronic Storage:	Magnetic discs, tapes, optical, solid-state, biological
Electronic Medium:	PSTN, Satellite, Internet, Private, Government
Visual Method:	Smoke, Light, Semaphore
Shipping Process:	USPS, FedEx, Saddlebags, etc.

INFORMATION SOURCE CATEGORIES

Please Note: Each Sub-Master folder may be located on a different network drive or given a different name.

- **Z:\eveFRC_ARK\ ARCHIVED FILE FOLDERS**
- **L:\eveFRC_BMP\ BUSINESS PROCESS MANAGEMENT FOLDERS**
- **N:\eveFRC_DOC\ DOCUMENT STATIC SOURCES**
 - Handwritten:** Message pads, notes, napkins, shorthand, logs
 - Scanned Items:** Low-rez still Photos, Drawings, Letters, Presentations, Articles, Magazines, Marketing collateral,
 - Conversion:** Voice Recognition to text, OCR to text,
 - Electronic Generated:** Emails, Faxes, Tweets, Chats, Documents, Drawings, Contracts, Agreements, Accounting, Spreadsheets, Project Management, Schedules, Logs,
- **P:\eveFRC_LIB\ LIBRARY DYNAMIC SOURCES**
 - Scanned Items:** High-rez still Photos, Drawings, Letters, Presentations, Articles, Magazines, Marketing collateral,
 - Electronically Generated:** AV-Stills & Video, Surveillance, e-Presentations, e-Marketing, Webinars, Voice recordings, Telephone calls, Internet web site pages
Conversations (overheard, part of, authenticated, etc.)
This list could have many additions.
- **P:\eveFRC_LIC\ LICENSES**
 - Downloaded:** Licenses Purchased, Trials, Demo's, etc., Downloads and Safeties.
- **NOTES:**
 - The 1st Level FRC drive letter (**N:**) may be located on a Local hard drive or on a LAN Server.
 - The 2nd Level FRC Master folder (**eveFRC**) can be customized per Client-User (CU) request within universal O.S. compatibility specs.
 - The 3rd Level FRC folders (**_DOC\A**) etc. may be customized, but it is not recommended because of documentation and support issues.
 - The 4th Level FRC folders (**-000001**) thru (**-999999**) are auto-generated and are hard-coded.
 - The 5th Level FRC folders (**???**) are created at the discretion of the CU as required.
 - The 6th Level FRC filenames(**???**) are created at the discretion of the CU as required;
BUT a Complete FilePath with an ITZ~ChronStamp and a default name are provided. The CU may alter this as they see fit.