

SOP-E-0008

Deleting Files from Mediasite Capture Stations in VCS Control Rooms

SOP Type:

- Internal SOP - DELTA-level that does not directly affect entities outside of DELTA
- External SOP - DELTA-level that affects these entities: NC State Campus
- Unit SOP - DELTA individual unit(s) affected:

Contact: DELTA Business Office

Effective Date: May 1, 2009

Last Revision Date: March 14, 2014

1. Introduction

The MediaSite Capture Stations should not be considered an official backup or archive solution. The MediaSite server and the OIT backups perform that function. However, it may be more convenient to get a rich media presentation from the station it was captured on, so VCS will keep presentations around for that need. Classes will remain stored on the Mediasite Capture Station hard drive for a minimum of 150 days. The MediaSite Capture Stations will be configured to delete captures older than 150 days automatically. VCS Staff will periodically check to make sure the automatic deletes happen regularly and to check the level of disk fragmentation. Media Site Capture Station hard drives will be de-fragmented, at a minimum, once after each semester. While every effort will be made to maintain 150 days worth of captures on the VCS MediaSite Capture Stations, critical failure of a station will result in a hardware replacement from Sonic Foundry, which means maintenance of these files is not guaranteed.

2. Purpose

Classes must be deleted from the hard drives because the drives are 160 GB in size and therefore there is a limit to the number of classes able to be stored.

The 150 day window gives clients about a semester and a quarter to recover classes from the Media Site Capture Station.