

EXCERPT

Production

Hard Drive Transport

A key component of hard drive security for productions is redundancy. The primary producer (PP) must ensure that all hard drives are transported and stored separately to prevent the loss of MisOrg's digital assets.

During Travel

The PP must know the location of all the drives at all times during transport, except for review drives, which will stay with the Asset Technician.

- The primary drive must travel with the PP, and the backup drive must travel with the secondary producer (SP) when headed to location.
- The primary drive must be on a separate flight and in a separate vehicle from the backup drive.
- All drives must be in the appropriate producer's direct possession at all times during travel.
 - Put the BearClaw case below the seat in front of you during air travel. Don't check it or put it in the overhead compartment. This will prevent any temperature-related damage as well as security issues.
- Never leave BearClaw cases unattended in vehicles.

Hotel Room Storage

While lodging during multiday shoots, the primary drive must remain with the PP, and the backup drive must remain with the CP.

- The primary and backup drives must be stored in separate hotel rooms.
- Secure the BearClaw case to a heavy piece of furniture that is bolted to the ground before exiting the room.
 - If the piece of furniture isn't bolted down, it must be heavy enough to require two people to lift it.
 - Memory cards and hard drives may be stored in the hotel room safe if they fit.
 - Use the Do Not Disturb sign if you need to leave your hotel room.

When Asset Technicians are hired locally, they act as the SP. They must also follow the guidance above but with additional support from the external logistics team, LogTeam. When Asset Technicians need to transport the hard drives and secure them overnight, LogTeam will:

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- Lock the drive in a BearClaw case at the end of the day and **not** share the combination with the Asset Technician.

Place tamper-proof tape across the BearClaw case.