

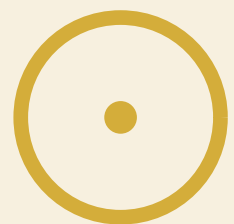
BROTHERHOOD OF PURPOSE
PRACTICAL LODGE GUIDES

Preserving Your Lodge Records

Make readable copies the next Secretary can find

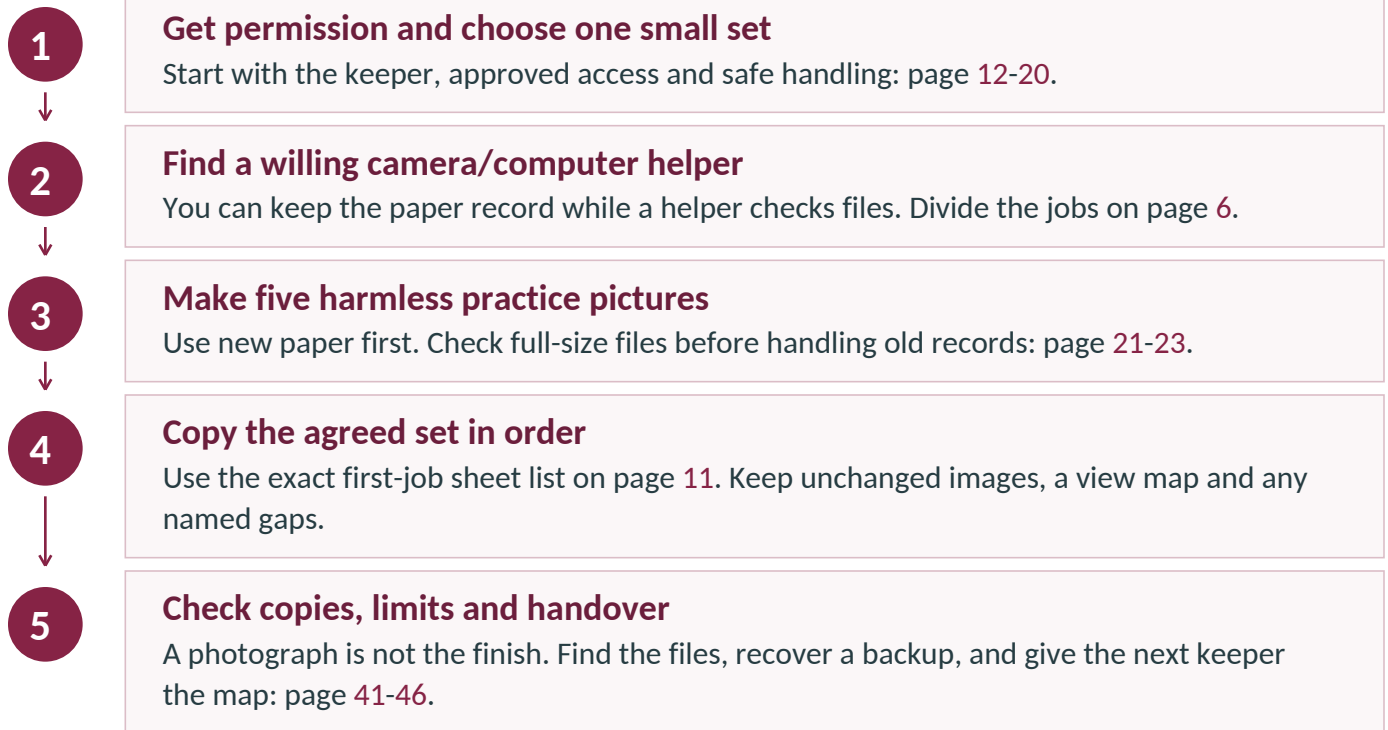
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VISUAL GUIDE

The whole plan, on one page

**WHAT TO BRING**

An authorized keeper, a willing helper, safe equipment and a small amount of agreed work. No computer skill is required to read the guide; someone on the team must do and check the file work.

Finish one small set honestly. Keep the originals. Missing views, unsafe pages and failed copies remain named gaps.

WORKED EXAMPLE

A filled catalog entry

Made-up case.

1. Batch and ownership	V01; maker and owner Lodge A.
2. What and dates	One minute book, label "Minutes." Years UNKNOWN; outside label checked October 7, no estimate made.
3. Place and work	North cupboard, shelf 2. Pat photographed October 8; Lee checked. One original book.
4. Condition and links	Worn cover; envelope beside it. Preserve S1 wording. No correction yet; link later corrections without erasing it.
5. Access	U, unreviewed; A1 permits copying only. Next review October 14; the date itself grants no access.
6. Status	Incomplete. G1 not taken; L1/M01, C1-C3 and B1 checks linked. Keeper Lee entered this October 8.

Now use page 40. Keep unknown facts, pending work and actual results distinct.

WORKSHEET

One catalog entry

A catalog is the map to the set. Keep this master private. Back up its editable file and readable export. See page 39.

Batch ID? Who made the records? Who owns them?

What are they? Dates or UNKNOWN? For any estimate, note source and date.

Where are the originals? How many? Who did the work and when?

What condition and related items? Keep old wording. Link any later correction.

Access code and exact decision ID? Next review date? See codes below.

Planned, in progress, incomplete or complete? Link logs and checks. Keeper and date?

U: unreviewed. O: approved as stated. L: named lodge audience. R: named users only. C: closed for review.
Review dates do not open access.

PROJECT MANUAL

Prove that a backup can be used

Allow 10-15 minutes for practice. A copied file may still fail when needed. Leave with an actual harmless-file restore result or fault.

1

Compare file names and counts at source and copy. Look into any mismatch. Ask an approved helper to make and compare checksums for all files where possible.

2

A checksum is a software-made file fingerprint. Matching values help show file data matches. They do not prove a sharp picture. Log the tool, method, list, date and result.

3

Restore means copy back. Restore from each backup into a new test folder, never over masters. Open restored files and compare checksums if used. Log faults before claiming success.

SAY THIS

An honest result

"Counts match. One restored file opens; one fails. This test has not passed. Lee will check the fault by Friday."

If you did not use checksums, write "checksums not done." Name a next step. Mark a test passed only after checking the result.

A mismatch may mean change or conversion. Keep both files while you check.