

CENTRAL ACCOUNTING SYSTEMS DIRECTORATE

**Public Works and Government Services Canada (PWGSC)
Suite of Central Systems**

File Recovery Process for File Transfer Protocol (FTP) Account Files

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1.0 PURPOSE

This document describes the roles, responsibilities and procedures for departmental recovery of backup files. The backup files are for Public Works and Government Services (PWGSC) Suite of Central Systems, using File Transfer Protocol (FTP) software. This document applies to the following files:

SPS (Standard Payment System)

- Payment Return File (includes cheques, Direct Deposits (DD), Electronic Data Interchange (EDI) and LVTS (Large Value Transfer System) payments)
- Priority Payment Return File
- Interdepartmental Settlement (IS) Notification File (Return)
- Cancellation File

BFS (Bank Facilities System)

- Deposit Detail File

PAY/PSGL (Payroll System General Ledger)

- Regional Payroll Expenditure Detail File
- Payroll System General Ledger Control Data File

RG-GL (Receiver General/General Ledger)

- Receiver General/General Ledger Control Data File

1.1 TARGET AUDIENCE

The target audience of this document is personnel in client departments responsible for the download, processing and manipulation of files placed in their FTP account by the PWGSC Suite of Central Systems in Production (PROD) environment.

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2.0 INTRODUCTION

A Financial Information Strategy (FIS) compliant department has a requirement to download certain files created by the PWGSC Suite of Central systems using FTP software. FTP is a method for moving files electronically. As part of this process, an FTP account is created for each department which grants the appropriate privileges to login to a remote computer and transfer files.

Specific output files created by PWGSC applications are delivered through the Generic Utility Services (GUS) Split & Distribute (S&D) process which can also notify departments (via e-mail) when there are files ready for pick up in their FTP account. (Notification is optional). GUS S&D also produces a 'read only' backup version of each file it creates.

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3.0 RULES AND RESPONSIBILITIES

Client departments are responsible for managing two types/sources of FTP files:

1. **Production files** (FISSHR) sent to their FTP account by PWGSC applications.
2. **Backup files** (FISBAK) recoverable using a file recovery process established by PWGSC for this purpose. On occasion, departments may need to recover a production file that has been deleted in error or has become corrupted.

In summary, departments are responsible for retrieving production files as part of their normal operations. They are also accountable for retrieving backup files while they can access them; i.e. before these files are archived. (Please refer to section 3.2 for details about archiving, retention cycles, etc.) PWGSC staff need to assist client departments in the retrieval of archived FISBAK files.

3.1 FILE RETENTION PROCESS

This procedure relates to files created by GOS applications: Standard Payment System (SPS), Bank Facilities System (BFS), Payroll System General Ledger (PSGL) and Receiver General General Ledger (RG-GL) and delivered to departmental FTP accounts through the Generic Utility Services (GUS) Split and Distribute (S&D) process. GUS S&D creates two versions of each file: FISSHR and FISBAK. The production copy (FISSHR) and the backup copy (FISBAK) have Generation Data Group (GDG) values embedded in the dataset name (DSN). The GDG value is a sequential number 'n'; the next file is 'n+1'. Ex.: G0023V00, G0024V00.

The FISSHR file is 'Read and Scratch' while the 'FISBAK' files are 'Read-Only'. Both files have the same GDG numbers for easy cross-referencing.

For example, GUS S&D will process an SPS output file to produce the following:

read-only dataset FISBAK.PROD.NC130.SPS.RA1.AYZ99999.**G0023V00** and
read/delete dataset FISSHR.PROD.NC130.SPS.RA1.AYZ99999.**G0023V00**

with the common GDG value **0023**

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3.1 FILE RETENTION PROCESS (Continued)

Files created by GUS S&D have automated file management processes - this means they will be automatically deleted after X number of files have been created or a specific period of time has elapsed, whichever comes first. The range of possible file retention values for GDG's is from 2 to 254. However, the default retention cycle for FISSHR and FISBAK files is 30 and the time period is 3 months. For example, the creation of FISSHR file GDG = 31 will cause deletion of FISSHR file GDG = 1, the creation of FISSHR file GDG = 32 will cause deletion of FISSHR file GDG = 2, etc.

Consequently, a maximum of 30 FISSHR files are available at any given time. Each GOS Product Manager will determine if the default value for FISSHR file retention is acceptable.

Furthermore, it is important to remember that the 3 months file retention limit applies at the same time. For example, if a department receives a file on an infrequent basis and the GDG file retention limit is set to 30, the FISBAK files will be migrated to off line storage after 3 months even though the GDG limit has not been reached. Both the FISSHR DASD Files and the FISBAK DASD files will be kept on-line for the lesser of 3 months or until the GDG limit is exceeded. Note that in FISBAK, files are migrated (on-site) or archived (off-site).

3.2 FILE RECOVERY PROCESS

Normally the client department will download, process and delete the FISSHR files. (This is the recommended practice to avoid loading a duplicate file into the DFMS.) Since most clients delete their FISSHR files after they are downloaded to their DFMS, the only option for file recovery remains with the FISBAK files. FISBAK files are read-only and cannot be deleted by the department.

If neither the GDG limit nor the 3 months time limit have yet been reached, the client department can download the backup files under FISBAK without the intervention of PWGSC staff in the event they need to recover a file.

To make this task easy, departments will require reports and administrative processes for personnel to determine which FISSHR files (i.e. GDG numbers) were scratched but not processed. Once the correct GDG number(s) has been determined departmental personnel will go into their FTP account, select the appropriate FISBAK files and download them to their local environment. Once the downloaded file has been

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appropriately renamed departments should be able to process it via normal processes and procedures.

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3.2 FILE RECOVERY PROCESS (Continued)

Consequently, client departments will have the responsibility and the ability to retrieve backup versions (i.e. FISBAK) of their FTP files independent of PWGSC staff. In summary, the retrieval procedure is as follows:

- The first step in the FTP file recovery process is to determine the GDG value(s) (the sequential number) of the file(s) to be recovered
- Using FTP software manually select the appropriate FISBAK (GDG) file(s)
- Use the FTP software to download the FISBAK GDG(s) from the PWGSC mainframe environment to your departmental computing environment
- Rename the FISBAK file(s) and process renamed file in your DFMS

After the file retention version limit or the file retention time limit is reached, FISBAK files are migrated to near line storage (saved to on-site tapes). After a year they are archived (saved to off-site tapes). When the FISBAK files have been migrated or archived, the user needs to call the PWGSC Help Desk (at 738-7782) in order to retrieve them. Departments can also contact their GOS application (e.g. SPS) representative or their Client Service Officer in the Central Accounting Systems Directorate to have a PMR raised to recover the file(s).

In short, the FISSHR files are normally deleted after downloading to the DFMS; however, the FISBAK copy always exists and is available on-line or from storage.