From:	Victoria Prouse <victoria@ GRO-C
Sent:	19 February 2019 13:05
To:	Julie Collingham
Subject:	Final MFT data (and server back up)
Attachments:	Transmittal sheets MFT 20.02.19.pdf; MFT storage boxes S326-S331.docx; MFT docs in SYS and DATA List of all computer files jan2019.xlsx; List of non MFT computer files in folder SYS Jan2019.xlsx

Follow Up Flag:	Follow up
Flag Status:	Flagged

Dear Julie

Sorry for so many long emails these last couple of days - I am sending this ahead of the Iron Mountain collection tomorrow (partly as I wont have a computer tomorrow!) and also as its a bit more complicated this time due to the electronic data so let me know if any questions.

Final collection of last 6 boxes being collected tomorrow. Please find attached the transmittal sheets, the document showing what is in each box along with the spreadsheets of what is on the electronic device.

With regard to the electronic information:
As discussed with Carla previously we have decided to take a back up of our server data to ensure all information is captured that may be required by the Public Inquiry before the computers are destroyed. The server contains data for all Alliance House organisations. Within each folder (eg finance, support services) the subfolders then divide it up by Organisations. Skipton has its own drive.

The Disk is encrypted using VeraCrypt.
https://www.veracrypt.fr/en/Downloads.html
To see what is on the hard drive the person will need to download Veracrypt, plug in USB, select device to pick the drive, mount the drive and enter the password: GRO-D
Veracrypt will then give the drive a new letter and when you go into the list of drives on the computer the drive will be there and accessible under the new letter. After using it needs to be 'unmounted'.
If the drive is placed in a computer without Veracrypt it shows as being 'unformatted' and asks if the disk should be formatted. If the disk is formatted then all data will be lost.

Content of USB drive
Most documents are under the folder 'SYS' and within here are the various drives which are mentioned on the spreadsheets attached.
For completeness we also downloaded the data from the Great Plains database which was the finance database. To access this data the Inquiry will require a copy of Microsoft Dynamics Great Plains (2015) and an expert in IT to upload this data. Whilst it may be impractical to do this we wanted to ensure data is accessible if really needed.

We have also downloaded onto this device the 'MFT ARCHIVED GP DATA' which is the transactions and trial balances from Great Planes (finance database) if needed (eg by HMRC). The Trial Balance and List of transactions for any years that were available have been exported to spreadsheets. Please note that the equivalent for the other organisations are on individual USB sticks in the relevant boxes at Iron Mountain.

The USB storage device is within a locked petty cash tin within the archive box. I will pop to the Russell Cooke office to leave the key with you at some point in the next two weeks.

Destruction

1

Please note that there is one USB stick in each organisation's set of boxes and the USB storage device in the Macfarlane Box. These will, obviously, need special destruction instructions with Iron Mountain when the time comes to destroy the paper data.

Any questions please let me know.

Kind regards
Victoria

Victoria Prouse
Director of Operations
Direct Dial: GRO-C
Email: victoria@ GRO-C
Consider the environment. Please don't print this e-mail unless you really need to.