

Archive maintenance and security guidelines

Document for members of Baltic UFO Investigation Center

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Introduction

This document manages the archive organization of the Baltic UFO investigation Center (the “*UFO Baltics*“). **It is written in conjunction to the “*Operations guidelines*“ published on Mar 9/2016, Chapter No. 4 (“*Data archive*”).**

The extract from “Operations guidelines“ Chapter No. 4:

We have written our own method on archiving data, putting emphasis on archiving only the unexplained phenomena worth looking into. Naturally we try to explain it first, using the scientific methods available and consulting the scientists. If the archived data becomes explainable we remove it from the archive.

We do it for an important reason - our archive data is periodically analyzed and has to be suitable for performing an investigatory systemic meta-analysis. Only truthful data is valid for such. During this process we are searching for patterns between unexplained phenomena.

4.1 Archive is maintained only by the *UFO Baltics* archive team.

4.2 Only the research coordinator can import data to the archive:

4.2.1. Important information imported to the archive only when nobody from the research team can explain it;

4.2.2. *The research coordinator* is responsible in making sure no scientifically explainable data is in our archive. If there is a newly explained archived item, it must be flagged as explained and removed from the archive instantly.

4.3 Archive is organized by conforming to “*Archive maintenance and security guidelines*“.

4.4 Only *UFO Baltics* members can read the archive. The archive contains sensitive research data (like witness contact data) and cannot be made public. The data from archive is used to create and publish articles on our website.

4.5 Archive has to be secure and its system regularly updated.

1. Archive maintenance and security guidelines

1. Archive maintenance

1.1. Archive has to be secured according to the highest security recommendations.

1.1.1. Archive team is obligated to backup digital archive data once a month.

1.1.2. *The research coordinator* is obligated to store the printed copy of the archive.

2. Archive research

2.1 Every electronic record stored in archive must be synchronized with the archive's search engine. The information in the archive's search engine must be tagged and searchable by this criteria:

2.1.1. Date and time,

2.1.2. Keywords,

2.1.3. Location,

2.1.4. Coordinates,

2.1.5. Weather conditions:

2.1.5.1. Temperature,

2.1.5.2. Humidity,

2.1.5.3. Atmospheric pressure,

2.1.5.4. Wind direction,

2.1.5.5. Wind speed,

2.1.5.6. Cloudiness and nebulosity.

2.1.6. Season of the year,

2.1.7. Object form,

2.1.8. Object color,

2.1.9. Object angular height,

2.1.10. Object azimuth and/or cardinal direction (north, east, south, west),

2.1.11. Object movement trajectory:

2.1.11.1. Straight,

2.1.11.2. Zigzag,

2.1.11.3. Turn,

2.1.11.4. Non-moving,

2.1.11.5. Inconstant.

2.1.12. Object sound description:

2.1.12.1. Constant,

2.1.12.2. Pulsing,

2.1.12.3. High,

2.1.12.4. Low,

2.1.12.5. Buzzing.

2.2 Selected reports are displayable on the map.

3. Data compilation

3.1 *The research coordinator* is responsible for adding the data to the archive.

3.2 Data must contain:

3.2.1. The case number,

3.2.2. Text field for the general description,

3.2.3. Attached witness report (according to *UFO analysis manual*, published on Mar 6/2013),

3.2.4. Search tags,

3.2.5. Text field for extra information revealed in investigation process,

3.2.6. Additional files:

3.2.6.1. Investigation follow ups

3.2.6.2. Photos/video,

3.2.6.3. Data from consulting experts,

3.2.6.4. Investigation reports,

3.2.6.5. Other.

3.3 Data can be grouped by any search tag.

3.4 The investigation number is assigned by *the research coordinator*. It consists of a capital letter indicating the report type, the number is assigned to a person, event or place. The slash after the number indicates multiple reports, secondary slash – our actions count.

The letters are assigned according to these guidelines:

3.4.1. *UFO sighting in the sky (X) – (eXtraterrestrial)*,

3.4.2. *UFO sighting on the ground (G), (Ground)*,

3.4.3. *Close encounters (C) (Close)*,

3.4.4. *Photography or video (P) (Photography)*,

3.4.5. *Anomalous device or automobile malfunction (M) (Malfunction)*,

3.4.6. *Person abduction (A) (Abduction)*,

3.4.7. *Unexplained death of a person (people) (D) (Death)*,

3.4.8. *Unexplained animal mutilations (S) (Slaughter)*,

3.4.9. *Expedition (field investigation) report (E) (Expedition)*,

3.4.10. *Investigative Expedition to collect more data (I) (Investigative)*,

3.4.11. *Other evidence (O) (Other)*.

4. Data elimination

4.1 If any item becomes explained it has to be instantly removed from the archive.

4.2 Only *the research coordinator* can remove data from the archive.

4.3 Any member can request to restore data from the backup.