Aviation Association Management, Inc.
P.O. Box 9372
Wichita, Kansas 67277

DATE: September 30, 1988

TO: AAM Staff, Mike Law, Roger Gould

FROM: John Frank

SUBJECT: Archive Copies of Databases

On the last working day of each month, current copies of all
membership databases must be given to John Frank for the purpose
of archiving off-site. These copies will be prepared in the
following manner:

> In the case of the VHPA database, current copies of the VHPA
> database (VMEMDATA) will be put on all three sets of the
> VHPA backup disks and the disks dated. One set of the disks
> will be given to John Frank, one set mailed to the VHPA
> Executive Director and the last set mailed to the VHPA
> Records Chairman. Format and label three new sets of disks
> and place in the backup binder for use in making backups of
> the VHPA database in the coming month.

> In the case of CPA databases, a tape backup of the entire C:
> drive of the membership computer should be made and given to
> John Frank for archiving.

The following persons are currently assigned the responsibility
to see that this policy is carried out:

> VHPA Database - Debbie Fuqua
> CPA Database - John Frank