

From: Taylor, Richele  
To: Tanveer Ahmed <tanveer@portal.sc.gov>  
CC: Mary Jo Dear <mjdear@portal.sc.gov>  
Natalie Denning <natalied@portal.sc.gov>  
Date: 12/29/2016 2:00:53 PM  
Subject: RE: Backing Up Website

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Tanveer,

In looking at this issue, I do not want our staff to download the webpage, and then give the data to archives who needs to sort and re-download. This seems wasteful.

I also do not want to give archives *cart blanche* to go in and download.

When the Haley administration transfers, I am assuming the web page will go down from public view, but that you will still have access to it at that point. Can I connect you with archives, and, after the webpage is down publically, archives can come to your office and sort/download what is needed? They are bringing a server to our office to dump data from, but I am assuming it would be easier to allow them to go to the source and get data from you?

Please let me know your thoughts. I can have Camlin sit with them on our side, I just want to do what is fastest to download.

Thank you,

Richele

Richele K. Taylor  
Chief Legal Counsel  
Office of the Governor  
O: 803-734-8465  
C: 803-231-9763

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From: Tanveer Ahmed [mailto:tanveer@portal.sc.gov]  
Sent: Tuesday, December 13, 2016 3:17 PM  
To: Taylor, Richele <RicheleTaylor@gov.sc.gov>; Moore, Camlin <CamlinMoore@gov.sc.gov>; Godfrey, Rob <RobGodfrey@gov.sc.gov>  
Cc: Mary Jo Dear <mjdear@portal.sc.gov>; Natalie Denning <natalied@portal.sc.gov>  
Subject: RE: Backing Up Website

Thank you for elaborating. I think the best way to achieve what you are seeking is to navigate to each web page and save it as "pdf". The pdf will provide you with the content for that particular page. The documents reside within "documents" folder within the site, and each nested subsite (i.e., Executive Office, Awards etc.). You should be able to retrieve those as is from those respective "documents" folders as long as you have permission to manage the web site. I believe Camlin has that level of authorization already. That should take care of both content and documents. I hope this helps. Please let us know if we can assist any further. Thank you.

Tanveer Ahmed  
Director of Technology

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From: Taylor, Richele [<mailto:RicheleTaylor@gov.sc.gov>]  
Sent: Tuesday, December 13, 2016 2:45 PM  
To: Tanveer Ahmed; Moore, Camlin; Godfrey, Rob  
Cc: Mary Jo Dear; Natalie Denning  
Subject: RE: Backing Up Website

Ahmed,

We need to provide a copy of the documents and contents of the website to archives in order to preserve things. That is why we are requesting this information. What will be the best way to do this? Archives will need a copy for its records to preserve.

Richele

Richele K. Taylor  
Chief Legal Counsel  
Office of the Governor  
O: 803-734-8465  
C: 803-231-9763  
It's a great day in South Carolina

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From: Tanveer Ahmed [<mailto:tanveer@portal.sc.gov>]  
Sent: Tuesday, December 13, 2016 12:03 PM  
To: Moore, Camlin <[CamlinMoore@gov.sc.gov](mailto:CamlinMoore@gov.sc.gov)>; Taylor, Richele <[RicheleTaylor@gov.sc.gov](mailto:RicheleTaylor@gov.sc.gov)>; Godfrey, Rob <[RobGodfrey@gov.sc.gov](mailto:RobGodfrey@gov.sc.gov)>  
Cc: Mary Jo Dear <[mjdear@portal.sc.gov](mailto:mjdear@portal.sc.gov)>; Natalie Denning <[natalied@portal.sc.gov](mailto:natalied@portal.sc.gov)>  
Subject: RE: Backing Up Website

Camlin,

The current site's content resides in a database. That site/database will remain in tact when the transition occurs, but will not be accessible to the public. The "database" itself is backed up on a daily basis as well, it is a part of our DR effort. Given the circumstances, I believe it is best that we setup a brand new site. We can utilize the color scheme and design from either the current site or one you have been working with that isn't live yet

(<http://governor2.sc.gov/>

), if you prefer. This will provide a fresh new site shell for which content will need to be added. Please let us know if this works for you, and your availability so we can begin the process of creating the shell for new site and content? Thank you.

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From: Moore, Camlin [<mailto:CamlinMoore@gov.sc.gov>]  
Sent: Tuesday, December 13, 2016 11:21 AM  
To: Mary Jo Dear <[mjdear@portal.sc.gov](mailto:mjdear@portal.sc.gov)>; Natalie Denning <[natalied@portal.sc.gov](mailto:natalied@portal.sc.gov)>  
Cc: Taylor, Richele <[RicheleTaylor@gov.sc.gov](mailto:RicheleTaylor@gov.sc.gov)>; Godfrey, Rob <[RobGodfrey@gov.sc.gov](mailto:RobGodfrey@gov.sc.gov)>  
Subject: Backing Up Website

Hi,

I wanted to touch base about backing up the website as we begin to transition. It is my understanding that the website will be backed up by your office onto DVD(s). Obviously everything will not need to be transferred onto DVDs until the end of January when she officially passes on her role as Governor to now Lt. Gov. Henry McMaster. Just making sure that this is on your radar and will be taken care of. I have copied Rob Godfrey and Richele Taylor from our office if either of you needs further clarification.

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Camlin Moore

Cell: 803-206-8236

Office: 803-734-8044