

THE ARCHIVAL WORKFLOW

How we wrap, verify and catalog every project so we can find any clip, months or years later, without plugging in a single drive.

ACTIVE PRODUCTION → ARCHIVAL WRAP → VERIFY & TRANSFER → OFFLINE CATALOG →
RAPID RETRIEVAL

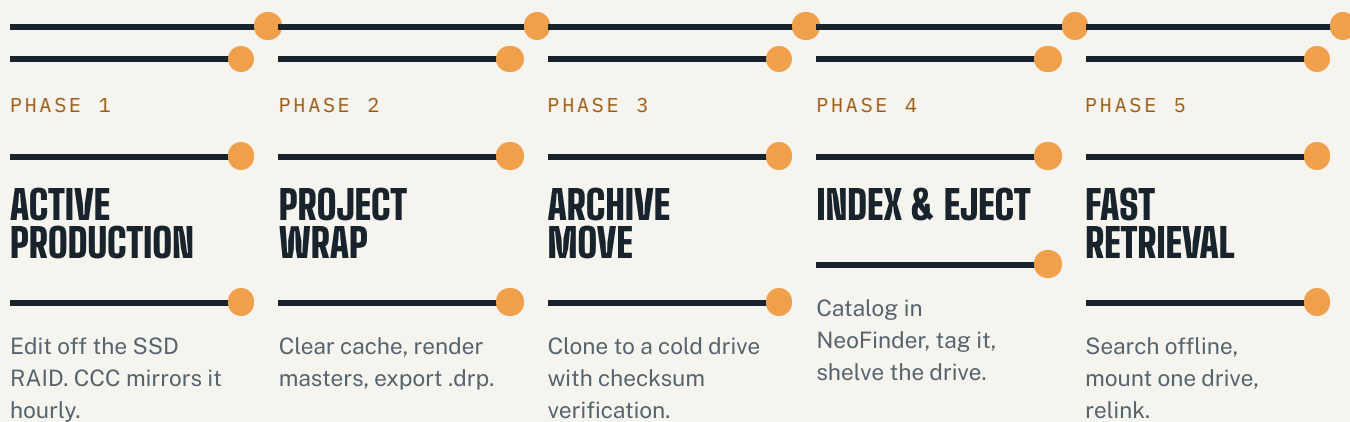
THE PRODUCTION FRONT

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DAVINCI RESOLVE · CARBON COPY CLONER
NEOFINDER · MACOS

FOUR TIERS, ONE LIFECYCLE

Every project moves through the same five phases and lives on the right kind of storage at each step. Fast drives for working, cheap drives for keeping, and a catalog on your Mac so you never have to plug in ten drives to find one clip.



HARDWARE ROLES

TIER	HARDWARE	JOB	MANAGED BY
TIER 1 Active scratch	Fast internal or direct-attached SSD RAID	Live editing, grading, mixing, rendering	DaVinci Resolve
TIER 2 Nearline backup	Local hard drive or secondary RAID	Frequent incremental copy of active work	Carbon Copy Cloner, scheduled
TIER 3 Cold archive	External enterprise HDDs, labeled ARCHIVE_01, 02...	Long-term storage of wrapped projects	Manual staging + CCC verification
TIER 4 Search & index	Your Mac's internal drive	Offline, searchable catalog with thumbnails	NeoFinder (backed up daily)

SAME STRUCTURE, EVERY PROJECT

Searches only work if names are predictable. Every project follows one pattern, in Finder and in NeoFinder, so a date or client name always finds it.

PROJECT FOLDER

YYYY_MM_Client_ProjectTitle

Example:

2026_10_AcmeCorp_
ProductLaunchPromo

WHY IT WORKS

Year and month first means folders sort by date automatically, and typing **2026_10** in NeoFinder pulls up everything from that month.

THE RULE

Nothing lives outside this folder. If Resolve needs it to relink, it goes inside.

INSIDE EVERY PROJECT

```
2026_10_AcmeCorp_ProductLaunchPromo/
├── 01_ProjectFiles/
│   ├── 2026_10_Acme_Launch_v01.drp ← exported project
│   └── Resolve_Archive.dra/ ← optional bundle
├── 02_Footage/
│   ├── CamA_Card01/
│   ├── CamB_Card01/
│   └── Sound_Roll01/
├── 03_Assets/
│   ├── Graphics/
│   ├── Music/
│   ├── SFX/
│   └── Client_Branding/
├── 04_Exports/
│   ├── Master/ ← ProRes 422 HQ / 4444
│   ├── Web/ ← H.264 / H.265
│   └── Social/
└── 05_Docs/
    ├── Scripts/
    ├── Briefs_Contracts/
    └── Releases/
```

WORK, THEN WRAP

PHASE 1

ACTIVE PRODUCTION

- 01 Edit directly off the SSD RAID.
 - 02 **The safety net:** a scheduled Carbon Copy Cloner task mirrors the active workspace to a secondary drive hourly or daily, with incremental backups. If a drive dies mid-edit, you lose an hour, not the job, and nobody has to remember to do anything.
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PHASE 2

PROJECT WRAP IN DAVINCI RESOLVE

When final sign-off comes in:

- 01 **Clear the cache.** Playback › Delete Render Cache › All. Cache files are disposable and can run to hundreds of gigabytes, so don't pay to store them forever.
- 02 **Render the deliverables.** ProRes masters and distribution files go into `04_Exports/`.
- 03 **Export the project.** Open the Project Manager (Shift + 1), right-click the project › Export Project... and save the lightweight `.dnp` into `01_ProjectFiles/`.
- 04 **Optional, for standalone restores:** right-click › Export Project Archive... to bundle the used media into a self-contained `.dra`.
- 05 **Audit the folder.** Hunt down strays from your Desktop, Downloads or music library and move them into `03_Assets/`. The folder should be 100% self-contained.

HARD-WON LESSON

A Resolve render cache once grew to 2 TB on one of our drives and filled it completely, mid-project. Clearing cache at wrap keeps archive drives lean and prevents that.

MOVE IT, VERIFY IT, CATALOG IT

PHASE 3

ARCHIVE TRANSFER WITH CARBON COPY CLONER

Never drag big project folders through Finder for cold storage. Finder doesn't verify anything; one silently corrupted clip and you'll find out years later.

- 01 Mount the designated archive drive, e.g. `ARCHIVE_03`.
 - 02 In Carbon Copy Cloner, set the **source** to the finished project folder on the SSD RAID.
 - 03 Set the **destination** to that client's folder on the archive, e.g. `ARCHIVE_03/ClientName/`.
 - 04 In the task's advanced settings, turn on **Find and replace corrupted files** so CCC compares checksums, not just file sizes.
 - 05 Run the task. When it finishes clean, delete the project from the SSD RAID to free up fast storage.
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PHASE 4

OFFLINE INDEXING WITH NEOFINDER

- 01 With the archive drive still mounted, open NeoFinder.
- 02 **New drive:** File › New Catalog from Disk... and name it to match the drive (`ARCHIVE_03`). **Existing drive:** right-click it in the sidebar › Update Catalog.
- 03 **Thumbnails:** make sure video thumbnail scanning is on for .mov, .mp4 and .braw. NeoFinder stores small keyframes locally, so you can see the footage with the drive unplugged.
- 04 **Tag it:** select the project folder or your best b-roll and add keywords in the Inspector: Interview, Drone, 4K, a CEO's name, a product, Exterior.
- 05 Eject the drive and store it in a dry, anti-static case.

FIND ANYTHING, FAST

PHASE 5

RAPID RETRIEVAL

A client wants a revision, or old footage, months later:

- 01 Open NeoFinder. All the archive drives can stay on the shelf.
 - 02 Search by client, subject or date: `AcmeCorp`, `Drone Factory`, `2025_05`. Results come back in seconds, with folders, sizes and thumbnails.
 - 03 Check the **volume name** in the Inspector; it tells you exactly which drive (`ARCHIVE_03`).
 - 04 Pull that one drive and plug it in.
 - 05 Copy the project back to the SSD RAID, double-click the `.drp` in `01_ProjectFiles/` and, if asked, point Resolve's relink at `02_Footage/`. Everything reconnects because the folder structure never changed.
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PROTECT IT

LABELING & DISASTER RECOVERY

ARCHIVE_01

4 TB · exFAT / APFS

Active: Jan 2024 – Dec 2025

LABEL THE SPINE AND THE TOP

Follow 3-2-1. A drive on a shelf is a single point of failure. Keep two clones of every archive: `ARCHIVE_01_A` on site and `ARCHIVE_01_B` off site, and use CCC to update B from A on a schedule.

Protect the index. Add `~/Library/Application Support/NeoFinder/` to your daily backup. Lose the catalog and you lose the map to every drive.

WRAP-DAY CHECKLIST

Tape it next to your edit bay. Every box, every project.

IN RESOLVE

- ☐ Final sign-off received, in writing
- ☐ Render cache deleted (Playback › Delete Render Cache › All)
- ☐ ProRes master rendered to 04_Exports/Master
- ☐ Web and social versions in 04_Exports/
- ☐ .drp exported to 01_ProjectFiles/
- ☐ Optional .dra archive exported
- ☐ Strays moved into 03_Assets/

ON THE DRIVES

- ☐ Folder named YYYY_MM_Client_Project
- ☐ CCC copy to ARCHIVE_xx_A with corruption check on
- ☐ Task finished with no errors
- ☐ ARCHIVE_xx_B updated from A
- ☐ NeoFinder catalog created or updated
- ☐ Keywords added to the project and key clips
- ☐ Drive ejected and shelved; project cleared off the RAID



NEED A HAND WITH YOUR NEXT PROJECT?

The Production Front handles production and post, from the shoot to the grade to the archive. Tell us what you're making.

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