

Attachment A-2: Export Transmittal Form

This form is intended for use when data exists on the Corporate or Service Nodes and needs to be copied to tape, CD-ROM, DVD, or USB Disk Drive and sent to a third party.

* Date:

Section 1 - Requestor and Shipment Information

* Requestor Name:					
* Requestor Company Name and DUA #:					
* Requestor Contact Info:	Phone number:				
	E-mail:				
* Project and Justification for Export:					
* FEDEX Acct No. (for shipping)					
* Shipment POC:	Name:				
	Address:				
	DUA #:				
	Phone number:				
	E-mail:				
* Target Platform (i.e. Win7, XP, NT, UNIX, OS/390):					
* Media Type:	CD ()	DVD ()	USB ()	LTO3 ()	LTO4 ()

Section 2 - File Characteristics

* Node Name:	
* File(s) Location (directory)	
* File name(s) : line count : byte count:	
* Record format : record length and field names (flag PHI fields)	

Section 3 - Media Characteristics - To Be Completed by DHSS Corporate or Service Node Administration Staff CD / DVD / USB Disk Drive:

Total Number of CD(s)/DVD(s), USB Disk Drive:	
Application used to create CD(s)/DVD(s):	
Application(s) used to transfer and encrypt USB Disk Drive(s).	
CD(s)/DVD(s)/Disk Drive Contents:	

LTO3 or LTO4 Tape:

File name(s): record format : block size : record length : logical volume serial number			
Data Format of the Tape(s):	ASCII ()	EBCDIC ()	
Label Type:	ANSI ()	EBCDIC ()	UNLABELED ()
Application used to create the tape(s):			

Section 4 - Authorization of Action – To Be Completed by DHSS Corporate or Service Node Administration Staff

Incoming Transmittal Reviewed and Approved By:	
Outgoing Transmittal Reviewed and Approved By:	