Attachment A-1

***Import* Transmittal**

This form is intended for data imports via tape or CD-ROM to the CORPORATE OR SERVICE Nodes.

|  |  |
| --- | --- |
| Date: |  |

**Section 1 - Requestor and Shipment Information**

|  |  |
| --- | --- |
| Requestor Name: |  |
| Requestor Company Name and DUA#: |  |
| Requestor Contact Info: | Phone number: |
| E-mail: |
| Return the Media(s)?  Yes () No ( )  If yes, please supply the POC for receipt of media return, along with their address and phone number. |  |
| Address: |
| Phone: |

**Section 2 - Media Characteristics**

|  |  |  |  |
| --- | --- | --- | --- |
| Media Type: | CD ( ) | DVD ( ) | USB Drive ( ) |
| Total Number of CD, DVDs, USB Disk Drives: |  | | | |

***CDROM/DVD/USB Drive:***

|  |  |
| --- | --- |
| Contents: |  |

**Section 3 - File Characteristics**

|  |  |
| --- | --- |
| File Placement: |  |
| File Access Privileges (i.e. rwxrw----): |  |
| File name: record format : block size : line count : record length |  |

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

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| Transmittal Reviewed and Approved By: |