

## RECORD OF REMOVABLE MEDIA TRANSMITTED OUTSIDE NRL

1. NAME	2. CODE	3. DATE
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4a. TYPE OF MEDIA	4b. NUMBER OF MEDIA
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5. TYPE OF INFORMATION BEING TRANSMITTED ON MEDIA

_____ DATA FILES	_____ CLASSIFICATION
_____ TEXT FILES	_____ CLASSIFICATION
_____ OTHER	_____ CLASSIFICATION

6. SUBJECT

7a. DERIVED FROM	7b. DECLASSIFY ON
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8. INFORMATION IS BEING RELEASED TO

9. UNDER WHAT AUTHORITY? *(Contract No., MOU, TTCP, etc.)*

10. I CERTIFY THAT ALL OF THE ABOVE INFORMATION IS CORRECT. THE MEDIA HAVE BEEN REVIEWED AND CONTAIN ONLY THE CLASSIFICATION(S) STATED ABOVE. I HAVE AUTHORITY TO RELEASE THE INFORMATION OUTSIDE NRL TO THE INTENDED RECIPIENT(S).

SIGNATURE	DATE
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### NRL SECURITY OFFICE ONLY

THE MEDIA LISTED ABOVE HAVE BEEN REVIEWED BY THE NRL SECURITY OFFICE AND ARE APPROVED FOR RELEASE.

11a. SIGNATURE <i>(Authorized Security Official)</i>	11b. DATE
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### NRL INFORMATION ASSURANCE MANAGER (IAM) ONLY

THE MEDIA LISTED ABOVE HAVE BEEN REVIEWED BY THE NRL IAM AND ARE APPROVED AS UNCLASSIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_

12a. SIGNATURE <i>(NRL Information Assurance Manager (IAM))</i>	12b. DATE
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13. REMARKS

## INSTRUCTIONS FOR COMPLETING RECORD OF REMOVABLE MEDIA TRANSMITTED OUTSIDE NRL

1. Document the sender's name here.
2. Document which NRL code is transmitting media.
3. Enter date form is being completed.
4. Media Documentation:
  - a. Document the type of media transmitted (e.g., CD, cassette, disk, hard drive, laptop, etc.)
  - b. Document the total number of media being transmitted.
5. Document the number of "Data Files," "Text Files," and "Other" types of data contained on the media and the overall classification of information on each type of media. "Other" refers to other types of media (e.g., laptops, hard drives, cassettes, etc.).
6. Document the subject of the information residing on media.
7. Media Classification:
  - a. Document the classification authority of the information on the media. The classification authority should be in the format of "Derived from:" OPNAVINST S5513.5B encl (1) or applicable source guide with date.
  - b. Document the declassification instructions of the information on the media. The "Declassify on:" line should indicate the overall declassification instructions of all the information contained on the media. Examples for the "Declassify on:" line would be: "X code(s) and date, date or event, or source marked OADR."
8. Document to whom the media is being transmitted.
9. Document authority for information being transmitted. This would apply to information that is not inherently NRL information and information being sent to contractors or foreign entities. (Examples to cite would be: MOU, MOA, TTCP, Contract No., etc.)
10. Have sender print name, sign, and date certifying that media classification, contents of the media, and the authority to release the media to the intended recipient are correct. Signature is required.
11. Have authorized security official print name, sign, and date certifying that media contents have been reviewed and approved for release. (Required for all media being transmitted outside NRL).
12. Have local NRL Information Assurance Manager (IAM) print name, sign, and date certifying that unclassified information being transmitted outside NRL, via removable media, and which was downloaded from a classified system, contains only unclassified information. **Note: Media used to download information from classified systems must be marked with the highest level ever processed or stored by the classified system until approved by IAM as unclassified. Media used to download information from the SIPRNET must be marked SECRET/NOFORN/ORCON/PROPIN until certified as unclassified by the NRL IAM. Security will re-mark the media after certification.**
13. Enter any additional remarks here.