

8.3 Checklist for Data Storage and Transfer

Project Name: _____
 Project Location: _____
 Point of Contact: _____
 Reviewer's Name and Title: _____
 Date of Review: _____

	Y	N	N/A
a. Has the transfer medium been approved by client?	_____	_____	_____
b. Are all files in approved formats?	_____	_____	_____
c. Have all of the following been included in the transfer packet:			
• "Readme" file detailing contents?	_____	_____	_____
• Log of all survey file names?	_____	_____	_____
• Raw data files?	_____	_____	_____
• Edited data files?	_____	_____	_____
• GPS positioning files (if separate)?	_____	_____	_____
• Completed geophysical maps?	_____	_____	_____
• Prioritized target lists?	_____	_____	_____
• Data File Log / Spreadsheet of Delivered Data Files with Dates Sent?	_____	_____	_____
d. Have the required number of copies been included in the client transfer packet?	_____	_____	_____