***DQM Checklist for Processing External Data Requests***

* Check MOU hard folder to ensure its validity and any notes prior to putting request into metastorm
* Request that headers be sent from the staff that pulled the data
* Save the headers with the backup of the ftp data
* Compare the headers to the MOU and the notes in the MOU folder
* Drop files
* File Checklist in MOU hard folder

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| --- | --- |
| Date Data Provided: | Notes: |
| Staff Signature: |