

## **INSTRUCTIONS:**

1. The following instructions are applicable to all responsive documents stored on electronic media:

a. The extent that the responsive documents exist on electronic media, we are requesting that these documents be provided in the original manner in which they were stored. Each computer data tape or disc will be labeled, as applicable, with the following information for each file contained on the media: (1) File names(s), (2) Format (i.e., Extended Binary Coded Decimal Interchange Code (EBCDIC), American Standard Code of Information Interchange (ASCII), (3) File blocking factor, (4) Total file size in bytes, and (5) application used to create file.

b. The documents to be provided are the original computer data in the manner in which it was originally stored; however, in lieu of the original computer data media, the information may be provided on Compact Disk – Read Only Memory (CD-ROM). If CD-ROM is chosen in lieu of the original computer media, it will conform to the following parameters: (1) Adhere to International Standards Organization (ISO) 9660. as information will be reviewed on an MS Windows based computer system, (2) ASCII format, (3) Fixed length record files (referred to as “flat files”), with each record to have the same length in a file. Each data field will have the same starting position, field length, and format between records, and (4) Non-labeled files will be identified as such.

Each CD-ROM will be accompanied by an index containing the information outlined in section “A” above. Convert fields to simple alphanumeric or numeric format as appropriate and unpack fields (i.e., change packed decimal fields to unpacked numeric fields). Multiple files may be put on one CD-ROM.

c. Any and all correspondence or documentation to support the accurate conversion and analysis of the Electronic Data Processing (EDP) data, to include, but not limited to, internal operating instructions, procedure manuals, computer software manuals and user guides, memorandums, notes, desk log, system flowcharts, computer files and computer hardware operating manuals and user guides, which would contain the following: (1) Record Layout with file descriptions (FD) (if files were created in a Common Business Oriented Language (COBAL) program), (2) Minimum Systems Documentation (including any system flowcharts and narrative system descriptions), (3) Data Dictionary or similar document which defines the data elements in the record and defines the values and codes that can be contained in data elements, (4) Data set name of the file(s), (5) Volume serial number of the file(s), (6) Record length, (7) Format of numeric fields, (8) Type of file, e.g., flat/sequential file database file, Information Management System, Database Management System, (9) Tape density in bits per inch, (10) Block size, (11) Make, model and configuration of the computer

system(s) that were used to make or compile the electronic data files, (12) Operating system, versions(s) and platform used when EDP data was generated, (13) All versions of software used to transfer files onto computer tape, and the effective dates when/if software versions were changed, and (14) All keys, legends, and codes for systems, programs, files, data fields or other records provided pursuant to the paragraphs above. This includes, but is not limited to, all changes to keys, legends and codes, and the nature and dates of the changes.

If the data is not written in flat fixed format, provide information related to how the data is stored, the platform it was created on and the software used to write it.

d. Any and all computer programs and related documents, including, but not limited to, run books, program documentation booklets, program edit specification for each program, program logic decision tables for each program, all coding manuals, all change requests and program flowcharts, necessary to review the data provided.