

CIP-003 Removable Media Log



Removable Media Log

This log contains information about all removable media (RM) used at the facility.

Facility: _____

Period: _____

Call 800-275-5870 (Option 1) to expedite processing for:

* RMs needed in less than two hours

Name	Company	Rationale	Date	Media Type	Data transfer direction	Formatted Successfully	TCA asset tag # or device make & serial number	Evidence to submit
<i>Name of person using the device</i>	<i>Company name</i>	<i>Why device is needed</i>	<i>MM/DD/YY</i>	<i>USB, CD, DVD</i>	<i>Inbound, outbound, or both</i>	<i>Yes, No, or N/A</i>	<i>Dell Latitude LMX23ZB3</i>	☐ TCA scan of RM ☐ RM log
								☐ TCA scan of RM ☐ RM log

Submitted by:

Submitted on: