



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

Harpers Ferry Center

P.O. Box 50

Harpers Ferry, West Virginia 25425-0050

June 1, 2009

Memorandum

To: HFC Audiovisual Staff

Through: Michele Hartley, Acting Deputy Associate Manager, AV

From: Steve Pittleman, Associate Manager, Information Technology

Subject: HFC-IT Policy on Portable Storage Devices for Audiovisual Content

High Definition (HD) audio visual players designed and delivered for park multimedia exhibits use internal hard drives or flash media drives capable of storing and playing back large file sizes (approximately 7 GB for a 25 minute program). These devices offer significant cost, complexity, reliability, and energy savings over old systems which required players with moving parts and separate devices for control.

Seeing as HD production file sizes exceed the capacity of DVD-R discs, Portable Storage Devices (compact, USB and secure digital flash media and external hard drives) are required to archive and transfer multiple media files to HD audio visual players. Often this is done in the field as maintenance, installation or upgrade.

I authorize HFC Audiovisual staff members who have obtained AV supervisory approval to purchase and use Portable Storage Devices for the delivery and archiving of audio-visual files. Purchase of Portable Storage Devices will be from a benefitting account.

Portable Storage Devices will not be used for computer file/folder data storage or storage of any data holding Personally Identifiable Information.

To reduce the risk of transferring computer viruses and malware, each multimedia production file delivered will be scanned using the most current Antivirus definition before transferring any data; each individual Portable Storage Device will be scanned using the most current Antivirus definition before transferring any data.