**External Hard Drive Request Questionnaire**

For requests to use/plug in an external hard drive to a Valkyrie computer, please answer the following questions and provide to Valkyrie IT Services at itservices@valkyrie.com.

* Where did the external hard drive come from?
* What is the external hard drive’s intended use?
* Does the drive have a label on the outside documenting owner and data type (Controlled unclassified or similar)?
* Is the drive encrypted? If yes, describe encryption type if known.
* Is the intended use for only Valkyrie/Valkyrie customer data only, to be plugged into Valkyrie computer or customer computer only?
	+ If customer computer, describe the customer computer system that this drive will plug into.