

FTP Guidelines and Requirements:

- 1) All departments or agencies that request use of the FTP server will establish procedures to “PUT” data on the FTP server or “GET” data from the FTP server.
- 2) All users with accounts on the FTP server will insure that data left on the server for more than twenty-four (24) hours will be deleted. If no action is taken, the department or agency, as a condition of using the FTP server, grants the ICSD authorization to delete without notice data left on the server for more than 24 hours.
- 3) All data transmitted to or from the FTP server must be encrypted during transmission over the State’s Next Generation Network (NGN).
- 4) The FTP server utilizes a software product called WS-FTP for FTP transmission encryption. The department or agency is required to purchase a client license to transmit data to or from the FTP server.
- 5) The creation of new folders must be requested. Departments and agencies are to use existing folders where security of the data is permissible. Additional folders may be requested when data in a particular folder must be restricted to a particular department, agency or person.

Process for Requesting FTP Services

To request an account on the FTP server, departments and agencies must provide the following information:

- a. The amount of data to be transmission
- b. An acknowledgement of acceptance of these Guidelines and Requirements
- c. Identify what folders are needed to hold data
- d. Identify other departments or agencies that need access to the folders
- e. Provide a step by step flow of how file transmissions are to be performed from end point to end point
- f. Who will perform the file transmission
- g. Provide under separate cover user identification and password which will not expire
- h. For transfers to or from the mainframe the same user identification will be used