

Instructions for Secure Modes of Data Transfer for DINAA Participants

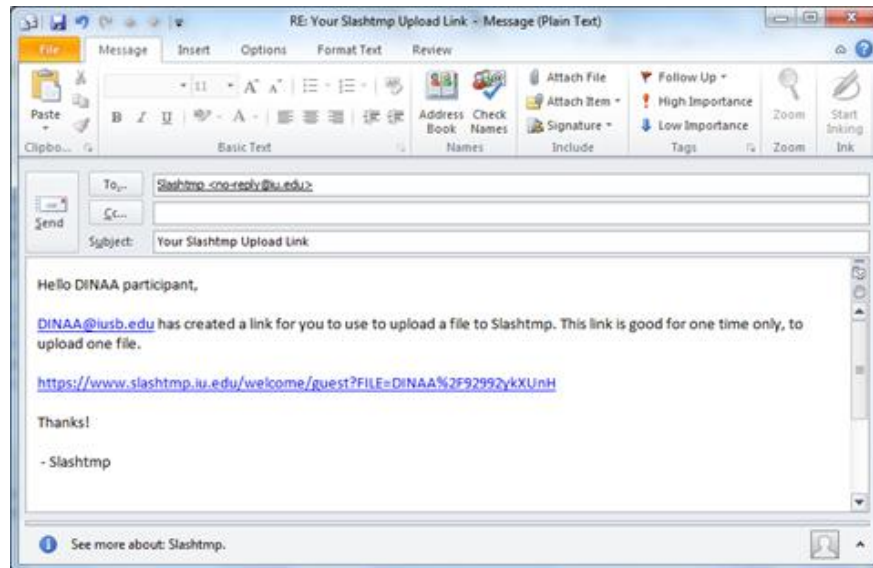
The *Digital Index of North American Archaeology* (DINAA) is a multi-institutional undertaking, funded by the National Science Foundation, to create interoperability models for archaeological site databases in the eastern United States.

Participants supplying critical data to the DINAA project should be aware of important technical and professional security safeguards in place:

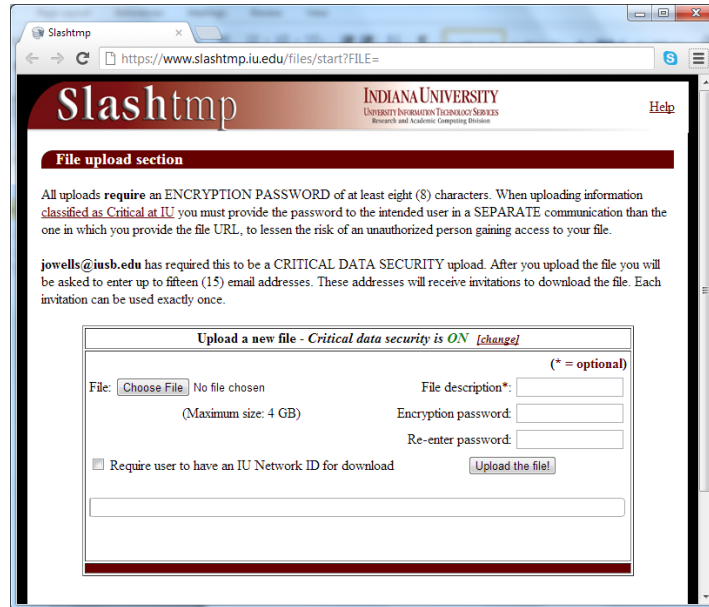
1. *Critical data are always transferred with a critical level of encryption*
2. *Critical data are always kept on encrypted memory devices that are stored offline*
3. *Only RPA-compliant project personnel will work with critical data*
4. *Only data scrubbed of critical elements will be shared with non-RPA individuals, in strict accordance with instructions offered by data providers*

Preferred Transfer Method - Online Upload with Critical Security

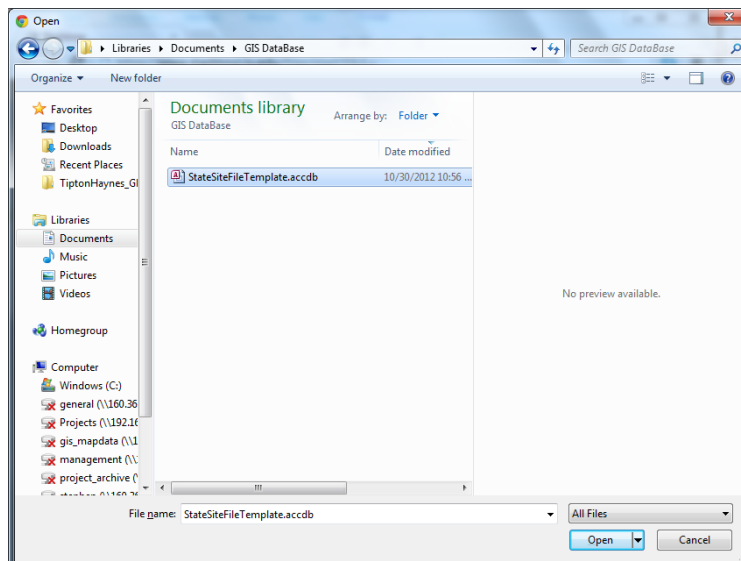
1. To use the secure SLASHTMP upload option, email us at dinaa@opencontext.org, jowells@iusb.edu, or syerka@utk.edu and we will respond to you with an email that looks similar to the one below.



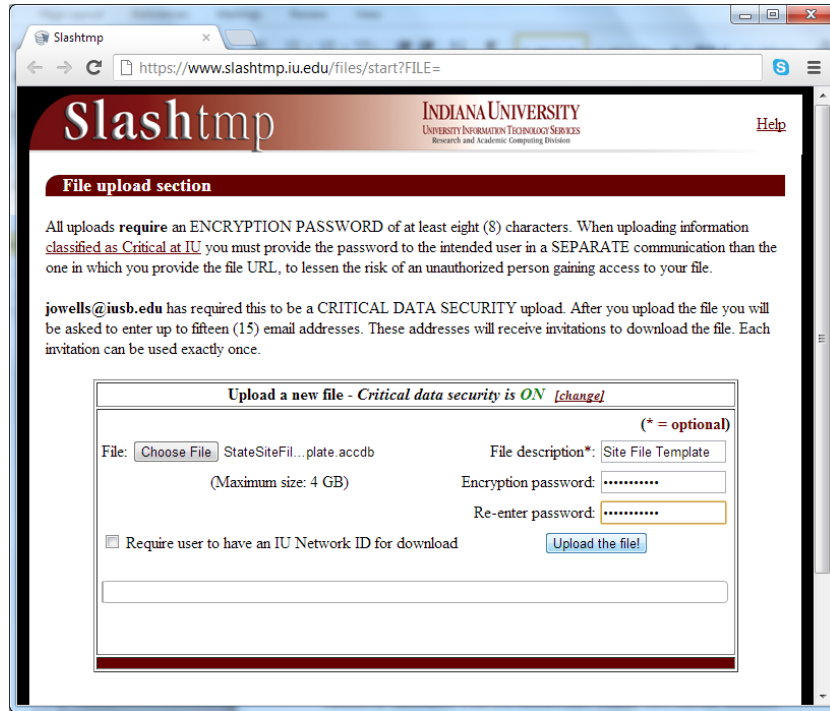
2. Follow the link provided and your default internet browser will open the SLASHTMP upload page like below.



3. Click the [choose file] button, navigate to and select the file you want to upload, and press the [Open] button as shown below.

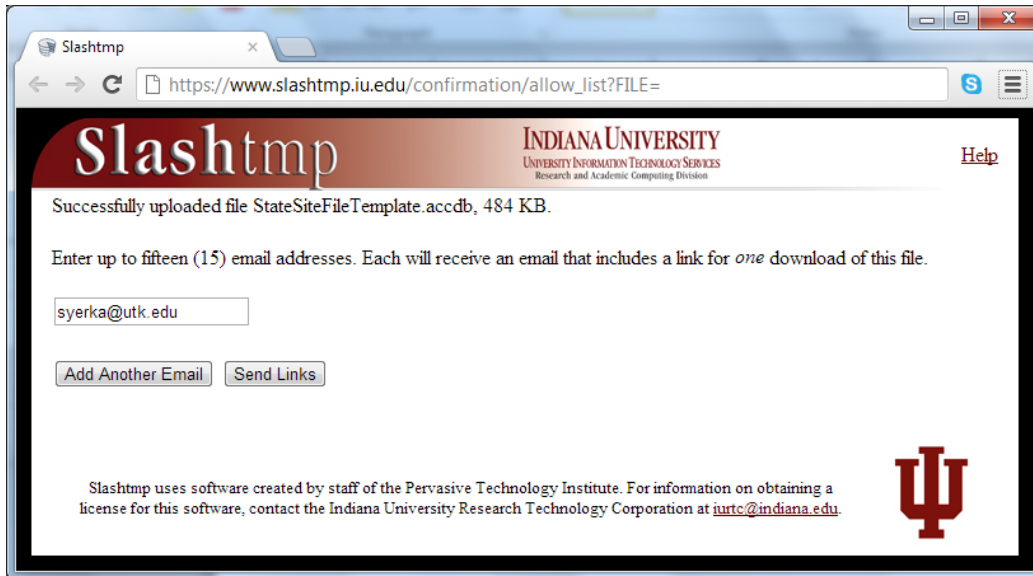


4. You will then be returned to the File Upload Section screen where you must type in a password used to protect the file. You should use a password that is easy to remember, because without it no one can get access to the file. Please create a unique password that you can share with us (i.e. don't use your banking password). A good password might be your state name plus the Smithsonian Trinomial number of your state. Leave the checkbox "Require user to have an IU Network ID for download" unchecked.

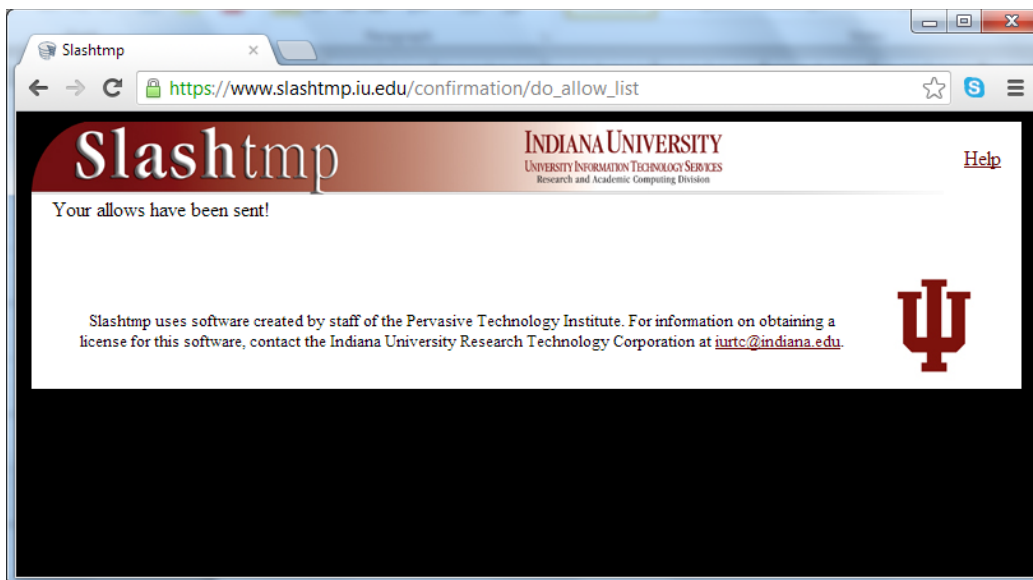


5. Then just press the [**Upload the file!**] button, and we will respond to you when we are notified and receive the data.

6. Last, you will be brought to the screen shown below. Here you should enter in one of our email addresses for accepting data either or both syerka@utk.edu and jowells@iusb.edu, and if you'd like you can add additional email addresses. (I always send a copy to myself for documentation and backup). Finally, please communicate to us the password you used to protect the file. You may give it to us in a separate email message, text or phone call.



When you have successfully completed the process you will see the following final screen.



Alternative Transfer Method - Encrypted Hard Copy

The second option is to put the data onto CD or DVD in an encrypted format (e.g. Symantec's PGP ([link](#)) and TrueCrypt ([link](#)) archive files), and send it to us in the mail at the addresses provided below, to either Wells or Yerka. We will acknowledge receipt, and ensure that the other team members receive copies. Both of the encryption methods above require installation of software (TrueCrypt is free!). We are available to assist with implementing this method by email or phone.

MAILING ADDRESS FOR INFORMATION FROM SOUTHERN STATES:

Stephen J. Yerka, MA, RPA
IT Specialist
Archaeological Research Laboratory
University of Tennessee
5723 Middlebrook Pike
Knoxville, 37921
865-974-4618 (o)
syerka@utk.edu
<http://archaeology.as.utk.edu>
<http://pidba.tennessee.edu>
<http://web.utk.edu/~fac/>

MAILING ADDRESS FOR INFORMATION FROM FROM NORTHERN STATES

Joshua J. Wells, Ph.D., RPA
Indiana University South Bend
Department of Sociology and Anthropology
Wiekamp Hall 2288
1700 Mishawaka Ave.
South Bend, IN 46634
574-520-4434 (o)
jowells@iusb.edu
<https://www.iusb.edu/sociology-anth/faculty/personnel/wells.php>

Alternative Transfer Method - Physical Encrypted Retrieval

A third option, if feasible, will be make arrangements to visit your facility in person and transfer information directly to an encrypted portable storage device. Just contact us to make arrangements.

DINAA Staff Available for Assistance

DINAA staff members are willing to assist project participants on an individual basis, to determine the level of security that is correct and comfortable for each organization.

Please feel free to contact any of the project participants with any general questions.

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<http://web.utk.edu/~fac/>