

August
2025



ASSURED FILE TRANSFER

JOB AID



CDSE

Center for Development
of Security Excellence

APPROVED FILE FORMATS

DCSA has authorized the following file formats to be released from the information system (IS) at or below the classification level of the IS, without acceptance of risk from the Government customer.

Approved	Approved Format	Description	Example File Types
✓	ASCII	<ul style="list-style-type: none"> •Raw text •Files may be read with any standard text editor 	.txt .bat .for .dat .fil .asc .c
✓	HTML	<ul style="list-style-type: none"> •Format used for web pages 	.html .htm
✓	JPEG	<ul style="list-style-type: none"> •Joint Photographic Experts Group image files 	.jpg .jpeg
✓	BITMAP	<ul style="list-style-type: none"> •Windows bitmap graphics files 	.bmp
✓	GIF	<ul style="list-style-type: none"> •Graphics Interchange Format 	.gif

GENERAL ASSURED FILE TRANSFER BEST PRACTICES

Authorized users should use these procedures for assured file transfer of Microsoft Office files:

1. **Review file and remove classification markings:**
 - a. Review Headers and Footers.
 - b. Review Slide Masters in PowerPoint presentations.
 - c. Ungroup graphics to delete any classified information or links.
2. **Convert the file and review:**
 - a. Convert the file into one of the following formats:
 - ASCII/Text
 - HTM/HTML
 - Graphic Files - .jpg/jpeg, bmp, or gif
 - b. Review files using a compatible application, such as Microsoft Photo Editor or NotePad.
3. **Transfer files and verify:**
 - a. Save or transfer file to a factory-fresh target media.
 - b. "Write-protect" the file.
 - c. Verify that only the intended files were transferred.
 - d. Compare the transferred files to the original files.
4. **Document classification level and file transfer:**
 - a. Apply the appropriate level of classification to the factory-fresh target media.
 - b. Record the transfer and maintain accurate and current audit records.

This list should not serve as an all-inclusive summary of the authorized file formats for assured file transfers. Refer to the DCSA Assessment and Authorization Guide (DAAG) for additional information.

