Background Information Tracking Spreadsheet
Narrative

1. **Item Number:**
   For reporting purposes, sequential number of information exchanged.

2. **Name of Item/Title**
   Identify the item to be provided – report, drawings, computer software, etc, and title.

3. **Date of Item**
   If a report, date of report; computer software version number; etc

4. **Author**
   Self explanatory

5. **Security Classification**
   Classified Military Information (include level of classification); Controlled Unclassified Information; Unclassified; Public domain; ITAR controlled technology data; etc

6. **Cost/Estimated Value**
   A value should be established for the information to be exchanged under a Working Group. This will be mandatory if this data is provided as project background information under a Project Arrangement.

7. **Country of Origin**
   Self explanatory

8. **Originating Point of Contact**
   If questions come up during the staffing of the PA regarding this particular piece of background information, who should be contacted? Provide name, organization, phone number and e-mail address.

9. **Use Rights**
   The legal office of the originating agency of the item should be able to determine/verify use rights.

10. **Receiving Point of Contact**
    Provide name, organization, phone number and e-mail address.

11. **Date Provided**
    Self explanatory

12. **Return to Originator**
    Should the item be returned to the originator – yes/no

13. **Date Returned**
    Self explanatory