

**Appendix I: Agency Sample File Reminder Email**

**Format: Email**

**Subject: Reminder from to complete the sample file transfer for NSCAW**

Dear [FIRST NAME] [LAST NAME],

This email is to serve as a reminder that your previously scheduled file transfer date is quickly approaching. If for any reason the data file cannot be sent on or before the designated date, please let your RTI site contact know as soon as possible.

So that the sampling team can keep accurate records of the files sent, we ask that files be sent to the RTI FTP site or to [NSCAW@rti.org](mailto:NSCAW@rti.org). If you need assistance with creating or transmitting the data file, please contact your assigned RTI programmer.

Thank you in advance,

~ The RTI Sampling Team

Site Name and Code:	AGENCY NAME AND ABBREVIATION
File Transmission Date:	DUE DATE OF NEXT TRANSMISSION
Type of File(s) Requested:	Completed investigations/assessments; children entering legal custody for MONTH/YEAR.

RTI Site Contact:	RTI CONTACT NAME
Toll Free Phone:	(800) ###-####
Direct Phone:	(919) ###-####
Email:	XXXX@rti.org

RTI Site Programmer:	RTI PROGRAMMER NAME
Toll Free Phone:	(800) ###-####
Direct Phone:	(919) ###-####
Email:	XXXX@rti.org

*An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970- 0202 and the expiration date is XX/XX/XXXX.*