



Tech Alert

from the Customer Delivery Division
"Your Gateway to OTech Services"

TA 13-02: Termination of OTech's Mainframe Tape Courier Service

ATTENTION: Customers Using OTech's Mainframe Tape Courier Service

ACTION REQUESTED: Submit a List of People Authorized to Pick-up/Deliver Tapes at OTech

DUE DATE: June 14, 2013

Background:

To help ensure the security and integrity of California State Government's sensitive and confidential data, the Office of Technology Services (OTech) is terminating its courier service of physical mainframe tape cartridges. This service is currently provided by OTech's Program Services (mail room) staff. Prior to February 1, 2013, this service was provided via an OTech contract with Go-Getters Courier Services. As indicated in Tech Alert 13-01, you have also been advised that physical tapes will no longer be processed after December 31, 2013.

Current Status:

OTech picks-up and delivers mainframe tapes between the Gold Camp Campus and your organization's office. OTech will no longer provide this service as of July 1, 2013.

Next Step:

If your organization plans to continue using physical mainframe tapes after June 30, 2013, arrangements will need to be made for authorized staff to pick up and deliver the tapes to and from the OTech Gold Camp Campus. Please provide your OTech Account Lead with the following information for each staff person you wish to authorize for tape pickups and deliveries:

- Name
- Telephone number
- Email address.

Your Account Lead will submit a Visitor Log request for each person you authorize to pick-up and deliver mainframe tapes. Further details on the pickup and delivery process will be provided to you after you have provided your list of authorized people.

Due Date:

June 14, 2013

Contact:

If you have questions about the process, please contact your OTech Account Lead. To identify your Account Lead, please use the [Account Lead Lookup](#), or contact the Customer Delivery Division at (916) 431-5477.