Flowstrand

How to export a data sample

Use this guide after you and Flowstrand agree what a reviewer needs to see. For a first conversation, a description of the archive is enough.

Choose the month and sample size

1. Choose a recent completed month with plenty of normal activity. Write down its first day, the first day of the following month and your time zone.
2. Use those dates for email, chat and accounting so reviewers can follow work across tools. For example, choose two or three work mailboxes and three to five active channels for the same month.
3. For project work, use the target on the tool card. A CAD sample covers one complete project even when its drawings span several months. A CRM sample can span a year to capture enough linked records.
4. Treat the quantities as starting points. If your archive is smaller or part of it is restricted, record what is available and why the sample differs. A description of the archive is enough for a first conversation.

Check what you can include

1. Agree in writing which systems and dates to sample, who may review them and for what purpose. Keep credentials and access keys inside your company.
2. Work on a copy. Leave out customer-owned or confidential third-party material, HR and payroll, bank and card details, government IDs, medical records, privileged legal work and material about minors. End-user data and submissions require de-identification and documented licensing rights.
3. Review free text, attachments, metadata, hidden fields and filenames. Where names need replacing, use the same replacement IDs across tools and keep the lookup table inside your company.

Find the instructions for your tools

Open the contents to jump to a system, or use the online tool selector to see only the guides you need.

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Contents

Choose a tool to jump to its export steps. Page numbers are provided for print.

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Email and team chat

Gmail

One busy month of incoming and sent email from two or three work mailboxes. Use the same month for each and save one MBOX export per mailbox.

1. Open the first work mailbox in Gmail on a computer. For a message-by-message date selection, open Settings → See all settings → General, select Conversation view off and save the change.
2. In the Gmail search bar, enter **after:2026/10/01 before:2026/11/01** and press Enter. This example selects October 2026. Substitute the first day of your month and the first day of the next month.
3. Tick the box above the results. If Gmail shows a banner offering to select all matching results, click it to include the remaining pages.
4. Click the Labels icon, choose Create new, enter **Sample-2026-10** and click Create. Use a new label for your chosen month. Open that label from the sidebar and remove it from any messages outside the agreed scope.
5. Open takeout.google.com under the same account and click Deselect all.
6. Select Mail as the only product, then open All Mail data included.
7. Clear Include all messages in Mail. Deselect any preselected labels, tick only your sample label and click OK.
8. Scroll down and click Next step. Choose Send download link via email, Export once and ZIP. Click Create export.
9. When Google emails the download link, save every ZIP part and extract it on a company device. Open the MBOX file under **Takeout/Mail/** in a mail viewer that supports MBOX.
10. Check both ends of the date range, replies, addresses, quoted history and attachments. If the file includes material outside scope, narrow the label and export again or build a reviewed subset locally.
11. Repeat for the other one or two mailboxes using the same dates. Keep each mailbox in its own folder. You can now restore your previous conversation view. If Takeout is disabled, ask your Workspace admin for the same date-limited mail export.

Gmail documentation / Contents

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Outlook

Aim for one month from two or three approved work mailboxes. Make a separate PST containing the selected incoming and sent messages from each.

1. In Outlook for Windows, create an empty mail folder under the first approved account. Give it a name such as Sample-2026-10.
2. In Inbox, set the search scope to Current Folder. For October 2026, search **received:10/01/2026..10/31/2026** using US date format. Substitute your dates and use your Outlook locale's date format.
3. Select the approved results and copy them to Sample-2026-10. In classic Outlook, Ctrl+Shift+Y opens Copy to Folder.
4. In Sent Items, search the same period with **sent:10/01/2026..10/31/2026** and copy those messages to the same folder. Repeat in any other mail folders included in your agreed sample.
5. Check the sample folder for unrelated messages, quoted history and attachments. Confirm the expected dates and message count.
6. In classic Outlook, go to File → Open & Export → Import/Export → Export to a file → Next → Outlook Data File (.pst) → Next. In new Outlook for Windows, open Settings → Files → Export → Get started.
7. Choose only the sample folder in the wizard. Include subfolders only if you created and reviewed them.
8. Save a new PST on a company device, outside a synced OneDrive folder. Follow the wizard to finish and open the saved copy to verify its contents.
9. Repeat for the other mailboxes using the same dates. If you use Outlook on the web, ask your Microsoft 365 eDiscovery administrator to export the same mailboxes and date range in Purview.

Outlook documentation / Contents

Flowstrand

Slack

Aim for one representative month across three to five active, approved work channels. Keep replies and message timestamps together.

1. Write down the channel names and review dates. Check whether each channel includes people from another organization.
2. Ask the workspace owner or export admin whether their plan can export only those channels. A standard public-channel export can cover all public channels in the workspace. Use that route only if the company permits that wider local export.
3. For the standard export, open Admin → Workspace settings → Security → Import & export data → Export.
4. Choose the date range and click Start Export. On an eligible Enterprise plan, the org export administrator can instead use Security → Exports and choose the authorized channel scope.
5. Use Slack's completion email to open the export page. Select Ready for download and extract the ZIP inside your company.
6. Copy the approved channels' dated JSON files into a clean folder. Retain the cleared parent messages, thread replies and their timestamps.
7. Review file URLs and message contents. Omit unrelated messages, other channel files and workspace-wide member indexes. Record which attachments were included.
8. If a workspace-wide local export is outside scope and channel export is unavailable, copy the agreed threads into dated text files with consistent speaker labels. Mark them as manual excerpts.

Slack documentation / Contents

Microsoft Teams

Aim for one month from three to five active, approved Teams channels. Keep track of each team, channel name and channel type.

1. Give the channel list, date range and review scope to an authorized Microsoft Purview eDiscovery operator.
2. In the Purview portal, open eDiscovery → Cases and open the appropriate case. On Searches, create a search for the sample.
3. Add the data sources for the selected teams or channels. Channel types use different storage locations, so confirm how each approved channel is represented in the tenant.
4. In the query builder, limit the search to Teams messages and the agreed dates. Use the approved channel or conversation identifiers where supported.
5. Run the search and inspect the matching items. If using a review set, add the results and filter by the team and channel listed under Conversation name.
6. Select the cleared conversations for export. Download the completed export and open its transcripts locally.
7. Inspect adjacent messages and links to OneDrive or SharePoint files. Keep only the approved channels and note any missing replies or separately cleared attachments.

Microsoft Teams documentation / Contents

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Google Chat

Aim for one month from three to five active company-owned spaces. Keep the approved threads, replies and timestamps from each.

1. Ask an authorized Workspace operator to sign in to vault.google.com, choose Matters and open the matter used for the review.
2. On Search, set the service to Chat and the entity to Chat spaces.
3. Enter a member of the approved spaces and click Find. Select only those spaces and click Add.
4. Set the Date sent range and time zone. Add a project term if the agreed sample covers only part of a space.
5. Click Search. Open matching conversations to check their participants and message history.
6. Click Export and download the result for local review when ready.
7. Keep only the approved threads in the delivery copy. Vault can add messages around a match, omit history-off messages and exclude linked Drive files. Note any resulting gaps.
8. If Vault is unavailable, open the approved space in Chat, find the agreed thread and copy it with replies, dates and speaker labels into a text file. Mark it as a manual excerpt.

Google Chat documentation / Contents

Documents and knowledge bases

Google Drive

Aim for about 50 working files from one or two representative projects, including a brief, working documents and final deliverables.

1. List the cleared files for the selected projects, including any supporting documents a reviewer needs.
2. In Drive, Ctrl-click on Windows or Command-click on Mac to select the cleared files. A folder works if every item inside it is approved.
3. Right-click the selection and choose Download.
4. For an individual Google Doc, Sheet or Slides deck that needs a particular format, open it and choose File → Download → Microsoft Word, Microsoft Excel or Microsoft PowerPoint as appropriate.
5. Extract any downloaded ZIP locally. Group the files by project and record which Google-native formats were converted.
6. Open the saved files and check comments, hidden sheets and embedded links. Compare the resulting file count with your list.

Google Drive documentation / Contents

Flowstrand

OneDrive

Aim for about 50 working documents from one or two approved projects, including the files that connect the brief to the final delivery.

1. Open OneDrive for work in your browser and locate the first approved project.
2. Use the circle checkboxes to select its cleared files or a fully approved folder.
3. Choose Download in the toolbar. Multiple items are delivered together as a ZIP.
4. Repeat for the second project if needed and extract the ZIP files into separate local project folders.
5. Compare the downloaded files with your selection. Open a working document and its final version to check links, comments and hidden content.

OneDrive documentation / Contents

SharePoint

Aim for about 50 related documents from one or two projects in a SharePoint document library.

1. Open the project site and its document library.
2. Select the cleared files using their checkboxes. Choose a whole project folder only when its contents are all approved.
3. Select Download in the library toolbar and save the resulting file or ZIP on a company device.
4. Extract the ZIP and match its contents to your project list. Repeat for an additional project if needed.
5. Check the saved working files, final documents and attachments. Note any linked files or dependencies the download omitted.

SharePoint documentation / Contents

Notion

Aim for about 50 related pages from one or two approved project areas. Pick a parent page whose contents illustrate how the work developed.

1. Open the project's top page and inspect its nested pages, databases and attachments. If only some descendants are approved, export the cleared pages separately.
2. Open the page's three-dot menu and choose Export. In menus that group this under More, open More first.
3. Set Export format to Markdown & CSV.
4. Turn on Include subpages only when every nested page is within scope. In Include content, choose whether approved files and images are needed.
5. Click Export and save the ZIP. Extract it inside your company.
6. Check the Markdown pages, database CSV files and attachments. Count the actual pages and list any linked pages or comments omitted.

Notion documentation / Contents

Confluence Cloud

Aim for about 50 related, published pages from one or two projects. A space admin can choose individual pages for a grouped HTML export.

1. List the approved published pages. In Confluence Cloud, open the space containing the first group.
2. Next to the space name in the sidebar, select More actions → Space settings.
3. Open General → Export space and choose HTML. Select Next to open the content selection screen.
4. Choose specific content items and select only the approved pages. Inspect any selected descendants.
5. Choose Export space and download the ZIP when it is ready.
6. Extract the ZIP locally and open its HTML index or the first project page. Check the page count, diagrams, attachments and links.
7. For a shorter sample without space-admin access, open each approved published page and choose its three-dot menu → Export → Export to Word or Export to PDF.

Confluence Cloud documentation / Contents

CRM, support and issue tracking

HubSpot

About 1,000 linked CRM records from the past year, including deals and the companies and contacts attached to them.

1. Open CRM → Deals and create a view for the pipeline your company has cleared.
2. Filter by Create date within the past year. Narrow the date range or pipeline until the deals and their linked records will give you roughly 1,000 records in total.
3. Set the view's columns to the approved deal fields, Record ID and the company/contact associations you need.
4. Open View settings → Sharing → Export and choose CSV.
5. Under Customize, select Properties and associations in your view and start the export.
6. Download the CSV from HubSpot's email.
7. Use the associated IDs in that file to export matching company and contact views as separate CSVs. If activities are in scope, export the matching activity records separately.
8. Follow one deal across the files to verify that its IDs match.

HubSpot documentation / Contents

Flowstrand

Salesforce

About 1,000 linked opportunity, account and contact records from the past year, exported as CSV.

1. Open Reports → New Report and choose an Opportunities report type available in your organization.
2. Filter to the approved opportunity set using Created Date in the past year. Narrow the range or team until the linked sample is around 1,000 records in total.
3. Add the Opportunity ID, Account ID and the approved business fields to the report.
4. Run the report and review the rows it returns.
5. Choose the report's actions menu → Export → Details Only → CSV.
6. Export the matching accounts and opportunity contact roles with their IDs using filtered reports. Use the same approach for activities or cases if they are in scope.
7. Open the CSVs and trace one opportunity to the correct account and contact.

Salesforce documentation / Contents

Jira Cloud

About 200 recent issues from one project, including descriptions, comments and resolutions.

1. Open Filters → Search work items.
2. Filter to the approved project. Start with issues created in the past six months and adjust the dates to return about 200 representative issues.
3. Review the matching issue keys and remove any restricted cases from the selection.
4. From the results menu, choose Export → Export CSV (all fields) to include comments. The local export includes other fields too, so use this route only if your team can review that copy internally.
5. In the delivery CSV, keep approved fields such as issue key, description, status, resolution and the repeated Comment columns.
6. Open several issues in the CSV and read their comments in order to confirm the original report and outcome are understandable.

Jira Cloud documentation / Contents

Flowstrand

Zendesk

About 200 support tickets with dated customer messages and agent replies, saved as structured JSON.

1. In Zendesk Support, create a view whose conditions limit it to the approved group, dates and ticket types. Adjust the dates to cover about 200 tickets.
2. Open that view under Views and choose Export CSV (or Actions → Export as CSV). Use this file as your list of ticket IDs.
3. Give the approved IDs to your Zendesk administrator. For each ID, have them retrieve **GET /api/v2/tickets/{ticket_id}/comments** and follow pagination to the last page.
4. Save the approved comment fields as JSON with the ticket ID, message date, speaker role and body. Keep public replies by default and omit internal notes, attachment URLs and requester metadata unless cleared.
5. Compare several exported threads with Zendesk from the opening request to the final reply. Note any withheld messages by ticket ID.

Zendesk documentation / Contents

Intercom

About 200 recent support conversations with the customer's messages, replies and timestamps.

1. Open the Inbox and filter by the approved team, date range and conversation status.
2. Tick the conversations in scope, aiming for about 200. Use the top checkbox only if every conversation in that view is approved.
3. On the bulk actions bar, open More actions and search for "export".
4. Select Export as text to download a transcript per conversation. Choose PDF if that is the agreed format.
5. Review the downloaded files for participant details, message order and the final reply. Keep the cleared transcripts together in one folder.

Intercom documentation / Contents

Flowstrand

Accounting and finance

QuickBooks Online

One recent month of ledger transactions and a chart of accounts that explains the account codes. Export both to Excel.

1. In QuickBooks Online, open Reports → Standard reports → General Ledger.
2. Set Report period to the agreed calendar month.
3. Use Filter to select the accounts cleared by your finance lead.
4. Run the report and export it to Excel using the export icon.
5. Return to Standard reports and open Account List.
6. Choose Export to Excel and keep the approved account codes and labels in the delivery copy.
7. Match the codes in the ledger to the account list. Review memo fields, hidden sheets, payroll entries and payment details before releasing the pair.

QuickBooks Online documentation / Contents

Xero

One recent month of account transactions plus the chart of accounts used to interpret them.

1. Open Reporting → All reports → Account Transactions.
2. Select the approved accounts and the agreed calendar month.
3. Click Update to run the report.
4. Use Export to save the transaction report as a spreadsheet.
5. Open Accounting → Chart of accounts and choose Export to download the account list as CSV.
6. Keep the cleared account codes and labels in the delivery copy, then check that each ledger code has a match.
7. Review the transaction descriptions and references for personal or payment details. Count split ledger lines separately from transactions.

Xero documentation / Contents

Flowstrand

Sage Accounting

One recent month of detailed ledger transactions plus the chart of accounts, supplied as two CSVs.

1. In Sage Accounting UK, open Reporting → More → Audit Trail.
2. Set the agreed calendar month and choose the transaction types your finance lead cleared under More.
3. Select Calculate and choose Detailed to see the ledger accounts, debits and credits.
4. Choose Export → CSV and download the report from Notifications.
5. Open Settings → Business Settings → Chart of accounts under Financial Settings.
6. Choose Actions → Export accounts, then Download CSV from Notifications.
7. Keep the approved rows and account codes in both delivery files. Check descriptions for personal or payment details. In another Sage edition, use its equivalent audit-trail and nominal-ledger reports.

Sage Accounting documentation / Contents

Databases and warehouses

PostgreSQL

The layout of the sampled tables, about 1,000 parent rows and their matching records from two or three related tables.

1. Ask your database owner to choose the main table for one workflow, such as completed orders, and two or three tables that relate to it.
2. In psql, run **\d table_name** for each selected table. Use the output to prepare a short schema file with the approved column names, types, primary keys and foreign keys.
3. Select about 1,000 parent rows within the approved period. Keep their IDs as the selection for every related export.
4. Query each related table using that saved ID set and select only the columns cleared for review.
5. For each query in psql, use **\copy (YOUR_SELECT) TO 'sample.csv' WITH (FORMAT csv, HEADER true)**. Replace YOUR_SELECT with the approved query and use a separate filename per table.
6. Open the CSVs and use the keys to trace a parent record to its related rows. Note the row count per table, any replaced IDs and any omitted relationships.

PostgreSQL documentation / Contents

MySQL

A table layout, about 1,000 parent rows and matching rows from two or three related tables, exported as CSV.

1. In MySQL Workbench, have the database owner choose a main table and two or three related tables for an approved workflow.
2. Use the table definitions to write a schema file listing the approved column names, types, primary keys and foreign keys.
3. Run a query for about 1,000 approved parent rows and retain their IDs as the selection for the other tables.
4. Run a filtered query for each related table using those parent IDs and only the approved columns.
5. For each Result Grid, click Export and save a separate CSV. Include column names or supply the exact column order in the schema file.
6. Use the key columns to verify the rows join across files. Record counts per table and describe any withheld relationships.

MySQL documentation / Contents

CAD and engineering

AutoCAD

One complete, finished CAD project in its native formats, including the drawings and references needed to open it.

1. Choose one representative finished project whose drawings and linked files your company is cleared to share.
2. Open a working copy of its main DWG in AutoCAD.
3. Run ETRANSMIT to open Create Transmittal.
4. Use Files Tree to review the dependencies. Add the other project drawings, sheets and approved supporting files that are missing from the list.
5. Select a ZIP transmittal setup and save the package.
6. Extract the ZIP to a clean folder and open the main DWG there. Check for unresolved xrefs, client details in title blocks and approved companion files. List missing items and the AutoCAD version.

AutoCAD documentation / Contents

Revit

One complete, finished BIM project with the host model, approved links and supporting deliverables.

1. Choose a cleared finished project and save working copies of its host model and linked models.
2. Close the models so eTransmit uses the saved versions.
3. On the Add-Ins tab, select eTransmit → Transmit a model.
4. Use Browse Model to select the host RVT file.
5. Set a new destination under Save model to and select the approved linked models and external files to include. Use Add files for supporting deliverables that Revit did not collect.
6. Click Transmit model and check the report for missing references.
7. Open the packaged model in a clean location to verify links and sheets, then ZIP the project folder. Note the Revit version and any missing dependencies.

Revit documentation / Contents

SOLIDWORKS

One complete finished project in native SOLIDWORKS formats, including its top-level assembly, parts and drawings.

1. Choose a representative finished project with permission to share the assembly and its component files.
2. Open a working copy of the top-level assembly.
3. Select File → Pack and Go.
4. Select Include drawings if they are part of the project. Review the file list for approved parts, subassemblies, design tables and referenced files.
5. Choose Save to zip file and save the package. Include any approved project deliverables that Pack and Go did not gather in the delivery folder.
6. Extract the package in a clean folder and open the assembly and drawings. Record the software version and any suppressed or missing components.

SOLIDWORKS documentation / Contents

Flowstrand

Source code

GitHub

One cleared repository with its full reachable Git history, delivered as a verified Git bundle.

1. Choose one company-owned repository whose full reachable history, branches and tags are cleared for review. If only the current files are cleared, agree a snapshot with Flowstrand first.
2. On the GitHub repository page, open Code → Local and copy the HTTPS or SSH clone URL.
3. In a new local folder, run **git clone --mirror REPOSITORY_URL sample.git** using the clone URL you copied.
4. Check the full history and refs for credentials, customer data and third-party material. If any are outside scope, choose a cleared repository or agree a smaller sample before creating the bundle.
5. From the same folder, run **git -C sample.git bundle create ../sample.bundle --all**.
6. Verify the file with **git -C sample.git bundle verify ../sample.bundle**.
7. Test the bundle with **git clone sample.bundle review-copy** in the same folder.
8. Put sample.bundle and a short note in the delivery folder. Record the default branch, sample commit and any omitted dependencies. Git LFS objects, submodule repositories and hosted issues require separate, approved exports if in scope.

GitHub documentation / Contents

GitLab

One cleared repository with its full reachable Git history, delivered as a verified Git bundle.

1. Choose one company-owned repository whose full reachable history, branches and tags are cleared for review. If only the current files are cleared, agree a snapshot with Flowstrand first.
2. On the GitLab project page, open Code and copy the HTTPS or SSH clone URL.
3. In a new local folder, run **git clone --mirror REPOSITORY_URL sample.git** using the clone URL you copied.
4. Check the full history and refs for credentials, customer data and third-party material. If any are outside scope, choose a cleared repository or agree a smaller sample before creating the bundle.
5. From the same folder, run **git -C sample.git bundle create ../sample.bundle --all**.
6. Verify the file with **git -C sample.git bundle verify ../sample.bundle**.
7. Test the bundle with **git clone sample.bundle review-copy** in the same folder.
8. Put sample.bundle and a short note in the delivery folder. Record the default branch, sample commit and any omitted dependencies. Git LFS objects, submodule repositories and hosted issues require separate, approved exports if in scope.

GitLab documentation / Contents

Zoom

Aim for about 20 representative calls with paired transcripts where available. Choose calls whose participant permissions cover the proposed review.

1. Open the Zoom web portal and choose Recordings & Transcripts → Cloud recordings.
2. Find a cleared call by its meeting ID, topic or dates and open the recording's thumbnail.
3. Select Download for the approved recording and confirm the download. Keep only the agreed audio or video files from the downloaded package.
4. If an audio transcript was generated, download the VTT transcript from the recording's file list.
5. Give the media and transcript matching sample IDs, then repeat for the other approved calls.
6. Play the recordings and check the transcripts, screen shares and spoken details. Note missing transcripts or calls cleared for transcript-only review.

Zoom documentation / Contents

Gong

Aim for about 20 approved calls with their transcripts. Use the same sample ID for the media and text of each call.

1. Confirm which calls have participant permissions and rights for this review. Sign in with an account permitted to download call media.
2. Open the first cleared call and choose More actions at the top of the call page.
3. Select Download media and choose the agreed audio or video format.
4. Open More actions again and choose Download transcript (English) if offered. Record if the transcript is translated or unavailable.
5. Name the media and transcript with a shared sample ID. Repeat for the remaining approved calls.
6. Play the saved media and read its transcript. Check spoken details and screen shares before including either file in the sample.

Gong documentation / Contents

Flowstrand

Project photos and product images

Select one representative construction milestone or product shoot, with original images and the records or final selects that explain them.

1. Choose the milestone or shoot and identify the files cleared for review.
2. Copy the original images into a local sample folder named with a neutral project or product ID.
3. For a milestone, add the matching inspection or closeout record. For a shoot, place the approved final selects in a separate folder under the same product ID.
4. Inspect the copies for GPS metadata, addresses, faces and client details. Remove any material outside the agreed scope.
5. Reopen the delivery copies to verify the removals and list the file types, counts and omissions in the sample notes.

Contents

Other tools

Another system

One representative month of work, or around 1,000 linked records where the system is organized by record.

1. Open the list or report for the workflow your company has cleared.
2. Filter by the agreed month or select around 1,000 related records. Keep their IDs so supporting records can be matched.
3. Choose approved columns, including the record ID, date, status and any key that links to another file.
4. Use Export or Download to save a CSV, XLSX, JSON or the tool's native format. If the control only offers a full backup, have the system owner export a filtered report or query instead.
5. Export any matching replies, line items or related documents that explain what happened.
6. Open the delivery copy and trace one case from the starting record to its outcome. Record formats, counts and any missing links.

Contents

Flowstrand

Sample notes and handoff

Keep a short README with the reviewed copy. It tells the recipient where to start, how the files connect and what they may do with them.

Write the sample notes

1. Create a README in the sample folder. Give the package an ID and version, describe the business activity and name the file to open first.
2. Record company operating history and actual archive dates separately. List archive projects or records, total files and a breakdown by format that adds up to the total. Mark estimates and unknowns.
3. Describe the sample itself. Include dates, time zone, formats, size and exact counts. Explain how records connect and list any conversions, omissions or gaps.
4. Record the recipient, purpose, restrictions and current status. State whether the sample is promised, ready with the owner, received or access checked, or unavailable.

Share with the approved reviewer

1. Open the delivery copy in a clean folder. Check dates, counts, attachments and links between records. For CAD, open the main drawing or assembly and check its references.
2. Approve the exact package version and named recipient in writing. Confirm their signed confidentiality undertaking before sharing. Each new buyer needs separate approval.
3. Share the reviewed folder through the agreed secure channel. Check who can access it and record the handoff date and any access or deletion deadline.

README fields

Package Sample ID and version · prepared by and date · file to open first

Company and archive Business activity · operating history · actual archive dates · overall records and files by format · estimate or count

Sample Systems · dates and time zone · selection method · projects or records · total files and size · counts by format

Reading the files Software and version · how files or IDs connect · conversions · redactions · omissions

Handoff Approved recipient and purpose · restrictions · package status · access or deletion date

Back to contents