

STORAGE	DATA AT REST ALLOWED?	DATA IN TRANSIT REQUIREMENTS	RETENTION REQUIREMENTS	DISPOSAL REQUIREMENTS
Filing Cabinets, Desk, Notebooks, Paper	YES, with limitations. Review business process to determine if credit card data is necessary to be collected. Use an alternate identifier or redact if possible. Keep confidential files and papers covered/closed when in public areas. Must be stored in a secure area.	Do not leave unattended if in an unsecured area. Review business process to determine if credit card data is necessary to be collected. Protect from unauthorized disclosure.	Review business process to determine if credit card data is necessary to be retained. Collect and store the least amount of data necessary, for the least amount of time necessary. Follow applicable retention guidelines found at: www.fortlewis.edu/recordsmgmt	Dispose of paper containing SSN by shredding. Follow applicable disposal guidelines found at: www.fortlewis.edu/recordsmgmt
FLC IT Department Managed Database	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
Unencrypted database, documentJet-5.21N:				

NON-FLC managed email account (i.e. Gmail, yahoo, etc.)	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
Social Media Accounts	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
FLC IT Department managed network shares: Department Share	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
FLC IT Department managed network shares: Personal Share	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
FLC IT Department provided Office 365 OneDrive	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
Dropbox, Google Docs or other NON-FLC managed Cloud services	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
FLC IT Department provided Office 365 applications: (i.e. SharePoint, Forms, PowerApps, Class Notebook)	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.
Fort Lewis College Wiki	NO. Never store credit card data here.	NO. Never upload, transfer or post credit card data here.	CAUTION: If credit card data is found here, immediately contact the IT department.	CAUTION: If credit card data is found here, immediately contact the IT department.