STORAGE	DATA AT REST ALLOWED?	DATA IN TRANSIT REQUIREMENTS	RETENTION REQUIREMENTS	DISPOSAL REQUIREMENTS
Filing Cabinets, Desk, Notebooks, Paper	**YES.** Collect the least amount of data as necessary. Keep educational records files and papers covered/closed when not in use. Must be stored in a secure area. Immediately report			
	YES. Collect the least amount of			
	data necessary. Data should be accessed via individual user accounts. Protect your account credentials, use a strong password.			guidelines found at: www.fortlewis.edu/recordsmgmt Delete data when it is no longer
	Follow applicable disposal			

Databases, documents, spreadsheets or files on NON-FLC provided workstations, laptops, mobile devices, or tablets.	**NO.** Do not store educational records here.	**NO.** Do not upload, transfer or post educational records here.	**CAUTION:** If educational records found here, contact the IT department.	**CAUTION:** If educational records found here, contact the IT department.
Data stored on removable media: CD's, DVD's, Flash Drives	**NO.** Do not store educational records here.	**NO.** Do not upload, transfer or post educational records here.	**CAUTION:** If educational records found here, contact the IT department.	**CAUTION:** If educational records found here, contact the IT department.
FLC IT Department managed email account	**NO, with limited exceptions.** Do not send or store attachments such as spreadsheets or PDFs that contain individual(s) personal data in your email account. Use discretion when discussing an individuals or groups identifiable data in email.	Do not send attachments or emails containing educational records. Protect your account credentials, use a strong password or two factor authentication. Be wary of phishing attempts to steal them.	If required to retain copies, archive important emails to network shares or hardcopy. Do not use email accounts to store educational records files. Follow applicable retention guidelines from: www.fortlewis.edu/recordsmgmt	

FLC managed Survey Engines	**YES.** Collect and store the least amount of data necessary, for the least amount of time necessary.	Must use FLC supported web browser to upload or download data.	Collect the least amount of data needed. Follow applicable retention guidelines found at: www.fortlewis.edu/recordsmgmt	Delete files when they are no longer needed. Follow applicable disposal guidelines found at: www.fortlewis.edu/recordsmgmt
NON-FLC managed Online Survey Engines: i.e. Survey Monkey, Google Forms, others.	**NO.** Do not collect, upload, transfer or post educational records here.	**NO.** Do not upload, transfer or post educational records here.	**CAUTION:** If educational records found here, contact the IT department.	**CAUTION:** If educational records found here, contact the IT department.