STORAGE	DATA AT REST ALLOWED?	DATA IN TRANSIT REQUIREMENTS	RETENTION REQUIREMENTS	DISPOSAL REQUIREMENTS
Filing Cabinets, Desk, Notebooks, Paper	YES. Collect the least amount o data as necessary. Keep confidential files and papers covered/closed when not in use. Must be stored in a secure area. Immediately report any loss, accidental or otherwise.	Protect from unauthorized disclosure. Do not leave unattended if in an unsecured area.	Collect and store the least amou of data necessary, for the least amount of time necessary. Follow applicable retention guidelines found at: www.fortlewis.edu/recordsmgmt	Paper containing confidential da should be shredded or deposited in designated confidential paper repository. Follow applicable disposal guidelines found at: www.fortlewis.edu/recordsmgmt
FLC IT Department Managed Database	YES. Collect the least amount of data necessary. Data should be accessed via individual user accounts. Protect your account credentials, use a strong password or two factor authentication.	Uploaded or downloaded data must be via an encrypted connection, such as https.	Collect and store the least amou of data necessary, for the least amount of time necessary. Follow applicable retention guidelines found at: www.fortlewis.edu/recordsmgmt	Follow applicable disposal guidelines found at: www.fortlewis.edu/recordsmgmt Delete data when it is no longer required to be retained.
Unencrypted database, documents, spreadsheets or files stored on FLC IT Department managed laptops, workstations, mobile devices or tablets	NO. Do not store confidential demographic data here.	NO. Do not upload, transfer or post confidential demographic data here.		

ENCRYPTED Database, documents, spreadsheets or files stored on FLC IT Department managed laptops, workstations, mobile devices or tablets	YES. Contact the IT departmer to verify that your system is encrypted. Idle screen saver enabled and password protecte Protect devices from theft or loss.	CAUTIONDo not upload, transfer or post confidential business data on unsecured Wi-Fi networks. Do not lea device unattended in unsecure areas.	Collect and store the least amou of data necessary, for the least amount of time necessary. Follow applicable retention guidelines found at: www.fortlewis.edu/recordsmgmt	Return unused, damaged or enc of life devices to Help Desk. Foll applicable disposal guidelines found at: www.fortlewis.edu/recordsmgmt
Databases, documents, spreadsheets or files on NON-FLC provided workstations, laptops, mobile devices, or tablets.	NO.C (sD2.001 Tc)]T.7 (t)2.6 (e			

Fort Lewis College Wiki	YES, with limitations.