

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 an Agency Issued ID Number is necessary to be collected. Use an alternate identifier. 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 an Agency Issued ID Number is necessary to be collected. Protect from unauthorized disclosure.	Review business process to determine if an Agency Issued ID Number 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	Paper containing confidential data should be shredded or deposited

Databases, documents, spreadsheets or file NO. Never store an Agency on NON-FLC provided workstations, laptops, mobile devices, or tablets.

NO. Never upload, transfer or post an Agency Issued ID Number here.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

Data stored on removable media: CD's, DVD's, Flash Drives NO. Never store an Agency Issued ID Number here.

NO. Never upload, transfer or post an Agency Issued ID Number here.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

FLC IT Department managed email account NO. Never store an Agency Issued ID Number here.

NO. Never upload, transfer or post an Agency Issued ID Number here.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

NON-FLC managed email account (i.e. Gmail, yahoo, etc.) NO. Never store an Agency Issued ID Number here.

NO. Never upload, transfer or post an Agency Issued ID Number here.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

Social Media Accounts NO. Never store an Agency Issued ID Number here.

NO. Never upload, transfer or post an Agency Issued ID Number here.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

CAUTION If an Agency Issued ID Number is found here, immediately contact the IT department.

FLC IT Department managed network share NO. Never store an Agency Issued ID Number here.

NO. Never upload, transfer or post an Agency Issued ID Number here.

FLC IT Department provided Office 365
OneDrive

NO. Never store an Agency
Issued ID Number here.

NO. Never upload, transfer
or post an Agency Issued ID
Number here.

CAUTION! If an Agency Issued ID
Number is found here,
immediately contact the IT
department.