

STORAGE	DATA AT REST	DATA IN TRANSIT	RETENTION	DISPOSAL
	ALLOWED?	REQUIREMENTS	REQUIREMENTS	REQUIREMENTS

Filing Cabinets, Desk, Notebooks, Paper YES.

ENCRYPTED Database, documents, spreadsheets or files stored on FLC IT Department managed laptops, workstations, mobile devices or tablets

YES.

CAUTION:

Databases, documents, spreadsheets or files on NON-FLC provided workstations, laptops, mobile devices, or tablets.

NO.

NO.

CAUTION:

CAUTION:

Data stored on removable media: CD's, DVD's, Flash Drives

NO.

NO.

CAUTION:

CAUTION:

FLC IT Department managed email account

NO, with limited exceptions.

NON-FLC managed email account (i.e. Gmail, yahoo, etc.)

NO.

NO.

CAUTION:

CAUTION:

Social Media Accounts (i.e. Facebook, Twitter, Instagram, SnapChat, LinkedIn, Tumblr, etc.)

NO.

NO.

CAUTION:

CAUTION:

Fort Lewis College Wiki

YES, with limitations.