

Collect the least amount of data as necessary. Keep files and papers covered/closed when not in use. Must be stored in a secure area. Immediately report any loss, accidental or otherwise. applicable retention guidelines found at:
www.fortlewis.edu/recordsmgmt

Disposal of paper containing Personal Health Information should be shredded or deposited in designated human research

Contact the IT department to verify that your system is encrypted. Idle screen saver enabled and password protected. Protect devices from theft or loss.

Do not upload, transfer or post Personal Health Information on unsecured Wi-Fi networks. Do not leave device unattended in unsecure areas.

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

Return unused, damaged or end of life devices to Help Desk. Follow applicable disposal guidelines found at:
www.fortlewis.edu/recordsmgmtf

Store here