

STORAGE	DATA AT REST ALLOWED?	DATA IN TRANSIT REQUIREMENTS	RETENTION REQUIREMENTS	DISPOSAL REQUIREMENTS
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Filing Cabinets, Desk, Notebooks, Paper	YES, with limitations. Review business process to determine if	9.72 4 (e)TI- (e)T65. e7 I 2I9T-6.6T.q(D)-0.6 (ATA I)-5.6 (N)3 N68.08 6ol ( i)-1mieT76d /P << e RT*		
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Data stored on removable media: CD's, DVD, NO. Never store PII here.  
Flash Drives

NO. Never upload, transfer

NON-FLC managed Online Survey Engines: NO. Never store PII here.  
Survey Monkey, Google Forms, others.

— NO. Never upload, transfer  
or post PII here.

— CAUTION If PII is found here,  
immediately contact the IT  
department.

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