

CLEAN DESK POLICY: CHECKLIST

Plan

- When you get to work:**
 - Organize and collect documents needed for the day
 - File unnecessary documents away

Protect

- When you step away from your office or desk:**
 - Screen lock your computer
 - Lock all sensitive information (papers and removable media) in locked cabinets or storage

Pick up

- When you leave work:**
 - File all physical documents away in locked cabinets or storage
 - Store removable media away in locked cabinets or storage
 - Organize electronic files
 - Screen lock your computer

Clean Desk Policy: Non-negotiables

- Usernames and passwords are never written down
- Pick up printed documents from the printer immediately
- Shred all sensitive information as soon as it is no longer needed
- Encrypt all external hard drives and USB drives