

DEPARTMENT COMPUTING SECURITY CHECKLIST

	Review list of individuals who have access to the shared drives used by the department.
	Review need for shared ID's and eliminate wherever possible.
	Remove authorization for access to systems for individuals who have left the department.
	Change passwords on shared ID's regularly (60 days minimum).
	Locked cabinet for back-up data and all CD's marked with contents?
	Plastic sheets to cover PC's if necessary from water damage?