

## NON-PUBLIC INFORMATION SECURITY REVIEW CHECKLIST

Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Location: \_\_\_\_\_

Yes	No	Items to be reviewed
<input type="checkbox"/>	<input type="checkbox"/>	Desks are locked <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Non-public information is present in unlocked desks <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Keys to drawers left out or in unlocked drawers - what do keys fit? <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Book cases have any confidential info <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Non-public information on desk tops <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Check to see if printers have customer information left on them <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Printer configured for secure print? <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Computers have a screen saver password - if not, can you find non-public information <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Computer passwords under keyboards, mouse pad, in notebook, easily found <b>Notes:</b> _____

Yes	No	Items to be reviewed
<input type="checkbox"/>	<input type="checkbox"/>	Look for interoffice mail left out  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Location of multifunction devices that include faxes  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	File Cabinets locked  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Unlocked file drawers contain non-public information  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	If file cabinet is locked, test each drawer to see if they open  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Check trash & Shred Bins for non-public information  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Look for trash receptacles in customer areas and verify information inside.  <b>Notes:</b> _____
<input type="checkbox"/>	<input type="checkbox"/>	Look behind doors for keys - see what they fit  <b>Notes:</b> _____

**Exceptions:**

**Overall Appearance:** \_\_\_\_\_