



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

December 19, 2008

IOWA INSTRUCTION 270-381 – PERSONALLY IDENTIFIABLE INFORMATION (PII) ON FLASH DRIVES

Part 381.0 PURPOSE

This Iowa Instruction provides Standard Operating Procedures (SOP) for information pertaining to PII data on flash drives.

Part 381.1 SCOPE

These instructions will be followed by all NRCS employees.

Part 381.2 FILING INSTRUCTIONS

This Iowa Instruction will be placed on the State Office Shared drive under the following:
S:\Service Center\NRCS statewide shared\Iowa Bulletins and Manuals\Iowa Instructions\270 - IRM - Information Resources Management.

Part 381.3 EXHIBITS

See the attachment.

A handwritten signature in black ink, appearing to read "Richard Sims".

Richard Sims
State Conservationist

Attachment

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(IA Instruction 270-381 First Edition – December 2008)

IOWA INSTRUCTION 270-381 – PERSONALLY IDENTIFIABLE INFORMATION (PII) ON FLASH DRIVES

1. PURPOSE:

This Iowa Instruction provides the Standard Operating Procedures (SOP) for handling information pertaining to Personally Identifiable Information (PII) on flash drives.

2. ROLES AND RESPONSIBILITIES:

Homeland Security and specific language in legislation has directed all federal agencies to administer and protect PII. The NRCS has taken many steps to protect sensitive information, such as purchasing file cabinets, new door locks and a LincPass System.

A flash drive (or thumb drive) is meant as a means to transfer information from one computer to another. Flash drives are also used to transfer information from a fax/printer/scanner standalone device back to a computer. It is imperative that once this information exchange has taken place that the PII data is then cleared off the flash drive.

3. PROCESS:

Once information is copied to a flash (thumb) drive, the drive can be removed from the initiating device and installed on the end user device (transfer is done through the use of "My Computer" and copying and pasting). Once the information transfer has taken place, all files on the flash drive should be selected and deleted, thereby clearing the flash drive of all PII data.

Once PII data has been deleted from the flash drive, the drive can then be used for future information transfers.

Approved By:



Date: 12-19-08

Richard Sims
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