

Reclamation Manual

Directives and Standards



Privacy Act/Personally Identifiable Information (PII) Assessment Checklist

Office:

Date:

What types of PII do you collect/maintain in your office/cubicle? (For example, EPAPS, credit card statements, personnel records, etc...)	Notes:	
Is the office appropriately marked with the Privacy Notice, if applicable?	Yes	Notes:
Does each drawer containing Privacy Act records/PII have the Privacy Act notice adhered to the front?	No	Notes:
Are the drawers containing Privacy Act records/PII locked?	No	Notes:
<ul style="list-style-type: none"> Is the key safeguarded? 	No	Notes:
Is there a file/records room that contains records with PII information?	No	Notes:
<ul style="list-style-type: none"> Is this room secure? Is access limited to individuals who have a need to know? 	No	Notes:
Do you have locked bins for recycling Privacy Act records?	No	Notes:
Do you have a shredder?	No	Notes:
<ul style="list-style-type: none"> Is it a diamond cross-cut shredder? 	No	Notes:
Do you perform regular audits of your hard copy records to dispose of any records which have met retention?	No	Notes:
Does your office/group have a shared calendar either in Bison Connect or SharePoint?	No	Notes:
<ul style="list-style-type: none"> Does your office/group have an in/out board? 	No	Notes:
<ul style="list-style-type: none"> Is the type of leave used shared? 	No	Notes:
What types of PII do you collect/maintain on your computer? Ex. SharePoint, network drives (shared and personal), computer systems, etc.	Notes:	
Are proper security and privacy controls in place to protect the information on SharePoint sites?	No	Notes:
<ul style="list-style-type: none"> Do you perform regular audits of your SharePoint site(s)' access/permissions? 	No	Notes:
Are proper security and privacy controls in place to protect the information on shared drives?	No	Notes:

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<ul style="list-style-type: none"> Do you perform regular audits of your shared drive(s) access/permissions? 	No	Notes:
Do you use thumb drives to store PII or sensitive information?	No	Notes:
<ul style="list-style-type: none"> Are the thumb drives under controlled issuance? Are the thumb drives encrypted? 	No	Notes:
Do you use the Privacy Act cover sheets?	No	Notes:
Do you use the blue envelopes?	No	Notes:
Do you telework?	No	Notes:
<ul style="list-style-type: none"> Do you send things to the office printer? 	No	Notes:
<ul style="list-style-type: none"> Do you take paper documents containing PII home? 	No	Notes:
Does your office have a visitor log?	No	Notes:
<ul style="list-style-type: none"> Does the log have a Privacy Act statement? 	No	Notes:
		Notes:
		Notes:
		Notes:

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