

# TOP 10 THINGS TO KNOW ABOUT PAPER

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<b>What:</b>	<ul style="list-style-type: none"><li>• Paper is widely used to store and transport data within and outside of the agency. In fact, industry research indicates that most data breaches occur due to paper records being compromised.</li></ul>
<b>Authorization:</b>	<ul style="list-style-type: none"><li>• Access to paper files is controlled based on classification and location. Employees are granted access based on assigned duties. Additional access to paper files may be granted through your chain of command.</li></ul>
<b>Conditions:</b>	<ul style="list-style-type: none"><li>• The use of paper, copiers, printers and fax machines to conduct state business is routine. However, it's important you understand the sensitivity of the data you're dealing with and the requirements associated with it. If you don't know, stop and consult your supervisor. For more information, view the Data Classification Schema and Guidelines located on the South Carolina Department of Administration's <a href="#">Policies and Procedures Web page</a>.</li><li>• Paper records that are generated by the state for business purposes are intended only for state use and must never be used for non-business purposes.</li></ul>
<b>Custody:</b>	<ul style="list-style-type: none"><li>• Paper documents containing sensitive data must be physically secured in locked offices, cabinets or drawers.</li><li>• Know your data's retention schedule. If you are required to retain documents, do so in a secure manner.</li></ul>
<b>Precaution:</b>	<ul style="list-style-type: none"><li>• Before printing, consider keeping the document in electronic format only, if possible.</li><li>• Promptly remove documents containing sensitive data from work areas (such as your desk) or unattended work spaces (such as the copy room or shared printer).</li><li>• If you remove paper documents from secure work areas, make sure they are transported in a secure manner. Always keep documents containing sensitive data in your possession when you are working outside the office.</li><li>• Do not share paper documents with anyone unless they have a valid business or legal reason to have access to it.</li></ul>