

PERSONAL INFORMATION SWEEP CHECKLIST

- ___ STEP 1. LOCATE personal information.
- ___ STEP 2. DELETE unneeded files
- ___ STEP 3. SECURE personal information
 - Transfer files with personal information to physical media and physically secure them, OR
 - Separate the number from the associated name, OR
 - Truncate the number to the last four digits, OR
 - Encrypt personal information
- ___ STEP 4. CLEAR browser history
- ___ STEP 5. INSTALL Cornell Spider, if applicable
- ___ STEP 6. RUN Cornell Spider
- ___ STEP 7. FIND the log file
- ___ STEP 8. DELETE or SECURE personal information
 - Transfer files with personal information to physical media and physically secure them, OR
 - Separate the number from the associated name, OR
 - Truncate the number to the last four digits, OR
 - Encrypt personal information
- ___ STEP 9. COMPLY with applicable standards
- ___ STEP 10. COMPLETE the Critical Device Identification Form
- ___ STEP 11. CERTIFY your completion of the Sweep
- ___ STEP 12. SUBMIT the Certification