

APPENDIX B
INFORMATION PROTECTION MEASURES

This table describes the protection measures required for each information classification level.

	Confidential <i>Level 1</i>	Internal Use <i>Level 2</i>	Public <i>Level 3</i>
Handling	<p>Limited to those employees who must have access to perform their job duties and who have a signed confidentiality statement on file.</p> <p>Paper or removable media must be stored in a locked enclosure when not in use. Media shall not be left unattended and unsecured in public locations.</p>	<p>Same as Level 1.</p>	<p>No restrictions.</p>
Transmission	<p>Limited in distribution to those employees with an established business need to know and who have a signed confidentiality statement on file. Information transmitted outside of CSUSM must have valid, current, and properly executed Non-Disclosure Agreement in place.</p> <p>May be sent via Outlook/Exchange email but not over public networks unless protected by sanctioned encryption package or algorithm. "No forwarding" feature must be used if supported by email system.</p> <p>Printed information may be sent through interoffice or U.S. Mail but must be sealed in a plain envelope clearly marked, "To be Opened by Addressee Only".</p>	<p>Transmission only to CSUSM employees and those individuals with a business need to know.</p> <p>FAX to a public location not permitted.</p>	<p>No restrictions.</p>

	May not be transmitted to public or unattended fax machine.		
Storage	<p>Can only be stored on authorized systems or media.</p> <p>Encryption of protected data must comply with CSU-Wide Information Security standard § 12.7.</p> <p>Printed information must be stored in a locked enclosure.</p>	When stored on CSUSM property, no special requirements. If transported off-campus, appropriate care must be taken to prevent disclosure or theft.	No restrictions.
Destruction	Destroy in accordance with CSUSM Media Sanitation Standard.	Same as Level 1.	Normal waste disposal.
Retention	In accordance with CSU Records Retention Schedule.	Same as level 1.	No restrictions.