

MEMO# 20153

July 3, 2006

Office of Management and Budget Issues Checklist for Protection of Sensitive Information

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\[\subseteq \text{Encrypt all sensitive data} \] authentication where one of the factors is provided by a device separate from the computer gaining access;
Use a "time-out" function for remote access and mobile devices, which requires user re- authentication after 30 minutes of inactivity; and 2 ☐ Log all computerreadable data extracts from databases holding sensitive information and verify each extract that includes sensitive data has been erased within 90 days or its use is still required. Tamara K. Salmon Senior Associate Counsel Attachment (in .pdf format) Note: Not all recipients receive the attachment. To obtain a copy of the attachment, please visit our members website (http://members.ici.org) and search for memo 20153, or call the ICI Library at (202) 326-8304 and request the attachment for memo 20153.

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