

# 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 a CD, DVD or flash drive and physically secure them, OR
  - Separate the number from the associated name, OR
  - Truncate the number to the last four digits, OR
  - Replace all but the last four digits of the number with filler X's, OR
  - Encrypt personal information
- \_\_\_ STEP 4. INSTALL Cornell Spider
- \_\_\_ STEP 5. DELETE temporary files
- \_\_\_ STEP 6. RUN Cornell Spider
- \_\_\_ STEP 7. FIND the log file
- \_\_\_ STEP 8. DELETE or SECURE personal information
  - Transfer files with personal information to a CD, DVD or flash drive and physically secure them, OR
  - Separate the number from the associated name, OR
  - Truncate the number to the last four digits, OR
  - Replace all but the last four digits of the number with filler X's, OR
  - Encrypt personal information
- \_\_\_ STEP 9. COMPLY with applicable standards
- \_\_\_ STEP 10. REGISTER your computer
- \_\_\_ STEP 11. CERTIFY completion
- \_\_\_ STEP 12. SUBMIT the Certification