

For: FSA Employees and Contractors

Requirements for Transporting Paper Documents Containing PII Outside Work Center

Approved by: Deputy Administrator, Management



1 Overview

A Background

The preferred method of transporting PII outside the work center is to use electronic files stored in encrypted form and placed on a password protected computer. However, there will be occasions when it will **not** be possible to convert paper documents containing PII to an electronic file.

B Purpose

This notice identifies FSA requirements when operations require paper documents containing PII to be transported outside the FSA work center.

C Contact

If there are questions about this notice, contact John W. Underwood, Privacy Act Officer/ PII Officer at either of the following:

- e-mail to **john.underwood@kcc.usda.gov**
- telephone at 816-926-6992.

Disposal Date	Distribution
November 1, 2009	All FSA employees and contractors; State Offices relay to County Offices

Notice AS-2186

2 Requirements for Paper Documents Containing PII

A Removing Documents From Work Center

The individual shall transport paper documents containing PII **only**:

- when specifically authorized to do so, in writing, by the supervisor/manager

Note: An e-mail authorization from the supervisor/manager will meet the “in writing” requirement. At **no** time shall individuals **without** written permission be allowed to transport paper documents containing PII out of the work center.

- when necessary for performing assigned official duties

Note: Retain a copy of the document in the work center.

- through an approved written check out/check in procedure.

Note: Formally identify (log) **each** page of paper containing PII. At a **minimum**, the paper PII check out/check in log shall include the following.

- Name of individual transporting the paper PII.
- By page identification, include a description detailed enough to allow the supervisor/manager to identify (reconstruct) the PII material. Individual page identification documentation is **required** in case paper documents containing PII are accidentally lost or inadvertently disclosed. If loss and/or disclosure occur, the supervisor/manager will be **required** to identify to the PII incident investigation group, the specific paper PII material that was removed from the work center.
- Estimated length of time PII material is expected to be outside of work center.
- Confirmation that all PII material removed has been returned to work center. Upon return to the work center, account for **each** individual page of PII material.
- Actual length of time PII material was outside of work center.

2 Requirements for Paper Documents Containing PII (Continued)

B Transporting Documents

An individual shall transport PII documents by:

- carrying in a secured container that prevents inadvertent opening
- keeping container with them at **all** times while in transport

Important: Do **not** leave container unattended.

- placing in a vehicle's trunk when transporting by vehicle.

Note: When vehicle does **not** have an available trunk, the container shall be placed inside the vehicle's passenger compartment in a location/manner where the container is **not** within direct view of a passerby.

C Processing Paper PII Material

The individual shall process documents in a manner that prevents those **not** authorized access to the material from viewing/handling the paper documents.

Example: Preventing others working in the Telecenter/satellite office and family members, friends, visitors, etc. from gaining access to the PII material.

Restrictions apply when working in the Telecenter/satellite office and at home, as follows:

- do **not** reproduce (for example, copy, photograph, etc.) paper documents containing PII
- do **not** print additional or new copies of paper documents containing PII
- place PII material in the container when PII is **not** being actively used.

D Supervisor/Manager Responsibilities

To ensure proper adherence to the requirements in this paragraph, supervisors/managers **shall** be responsible/accountable for actively monitoring the removal from the work center, operational use, and return to the work center of **all** paper documents containing PII.

E Reporting Loss/Suspected Compromise of PII

Employees or contractors with any reason to suspect that PII has been lost or compromised **shall report** concerns within 1 workday of becoming aware of the issue. Contact the 24-hour support Security Incidents Hotline at either of the following:

- 888-926-2373
- 877-PII-2YOU.