

## **Guidelines for Uploading Documents in SAC STATE *Ready***

SAC STATE *Ready* allows you to upload documents that may be useful in recovering and continuing your department's Critical Functions. Following a disaster, you may not have access to your office and/or your computer. However, SAC STATE *Ready* includes documents that have been uploaded, which can be accessed from off-campus.

Documents uploaded in SAC STATE *Ready* are copied to a secure server, for access by authorized users only. Individuals with access to your plan will also have access to your uploaded documents.

NOTE: The maximum size file that is currently supported is a little under 30 megabytes.

### **Examples of Documents to Consider Uploading**

The following list describes documents that may be useful to your business continuity plan in SAC STATE *Ready*.

If a document is maintained in a document management system (e.g. SharePoint or Knowledge Link), please consult the document owner before uploading in SAC STATE *Ready*.

- ☐ Documented Business Processes
  - Desktop manuals
  - Written instructions
- ☐ Specifications, Drawings, Inventory
  - Specs on specialized equipment that may be needed for expedited replacement (e.g. receipts, purchase orders, photos)
  - Description of inventory
  - Hardware inventories
  - Building plans/drawings
- ☐ Blank Forms
  - Forms needed to resume your Critical Functions (remember, you may not have access to your office or to the campus website)
  - Order forms
- ☐ Contact Information
  - Employees
  - Vendors
  - Donors
- ☐ Important Legal Documents
  - Contracts
  - Lease Agreements
  - Service Agreements
- ☐ Research Files
- ☐ Policy Manuals
  - Policies
  - Procedures
  - Guidelines
  - Standards

## Confidential Documents

SAC STATE *Ready* site is secure in uploading documents via SSL so encrypting individual documents isn't necessary; however, some documents that are extremely confidential should not be uploaded.

The following list contains examples of confidential documents that should not be uploaded in *SAC STATE Ready*:

### ☐ **Personal Information Data**

- Passwords or credentials
- PINs (Personal Identification Numbers)
- Birth date combined with last four digits of SSN and name
- Tax ID with name
- Driver's license, state identification card, and other forms of national or international identification (e.g. passports and visas) in combination with name
- Social Security number and name
- Biometric information

### ☐ **Financial Information**

- Credit card numbers with cardholder name
- Bank account or debit card information

### ☐ **Health Information**

- Medical reports related to an individual
- Health insurance information related to an individual
- Psychological counseling records related to an individual

### ☐ **Primary Account Number (PAN) (credit card number) AND any of the following if stored, processed, or transmitted with the PAN:**

- Cardholder Name
- Service Code
- Expiration Date

### ☐ **Technical Security Information**

- Vulnerability/security information related to campus or computer information system
- Root passwords for your server
- Software license keys
- /etc/password, /etc/shadow, other /etc/\* files

### ☐ **Law Enforcement Information**

- Law enforcement records related to an individual