

## IDAHO NATIONAL LABORATORY SENSITIVE UNCLASSIFIED MANAGEMENT WALKTHROUGH DATA COLLECTION FORM

Organization	Date	Facility	Management Lead	
<b>Team Members</b>				
1.		4.		
2.		5.		
3.		6.		
<b>General Instructions</b>				
<p>Sensitive Unclassified Management walkthroughs are performed to verify the protection of Sensitive Unclassified Information that an organization or program utilizes. When conducting a Sensitive Unclassified Management Walkthrough, management needs to observe their specific area through the eyes of an adversary.</p> <p>It is recommended that any identified concerns found during the walkthrough requiring immediate attention should be addressed the next business day.</p>				
<b>Waste Management</b>			<b>YES</b>	<b>NO</b>
1. Are paper recycling boxes/containers free of Sensitive Information?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are waste paper receptacles by copiers/offices free of Sensitive Information?			<input type="checkbox"/>	<input type="checkbox"/>
3. Were phone messages, correspondence, etc., found that contained Sensitive Unclassified Information?			<input type="checkbox"/>	<input type="checkbox"/>
<b>Shredder Placement and Utilization</b>			<b>YES</b>	<b>NO</b>
1. Is it in a high volume/administrative area?			<input type="checkbox"/>	<input type="checkbox"/>
2. Is it near a copier or fax machine?			<input type="checkbox"/>	<input type="checkbox"/>
3. Is there another location that is more suitable? If yes, where?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are more shredders needed?			<input type="checkbox"/>	<input type="checkbox"/>
5. Locations of shredder(s). Record room numbers:				
<b>Fax Machine(s) Placement and Utilization</b>			<b>YES</b>	<b>NO</b>
1. Is it in a high volume/administrative area?			<input type="checkbox"/>	<input type="checkbox"/>
2. How often is it being utilized?			<input type="checkbox"/>	<input type="checkbox"/>
3. Is there another location that is more suitable? If yes, where?			<input type="checkbox"/>	<input type="checkbox"/>
4. Location of fax machine(s). Record room numbers:				
<b>Computer Security Access (IT)</b>			<b>YES</b>	<b>NO</b>
1. When left unattended, do computer monitors display data?			<input type="checkbox"/>	<input type="checkbox"/>
2. Are users protecting Sensitive data?			<input type="checkbox"/>	<input type="checkbox"/>
3. Do computers have a password protected screen saver that activates in 15 minutes or less?			<input type="checkbox"/>	<input type="checkbox"/>
4. Look around employee's work area for passwords to access computers.			<input type="checkbox"/>	<input type="checkbox"/>

