

**JOB AID**

**1. REVIEWING, DEVELOPING, REVISING, OR TYPING**

- Keep in-process and completed materials (hard copy and diskette) in a locked file or desk drawer when not in the room.
- If you need to leave the room temporarily, either lock the office door or lock the materials in the desk or file drawer.
- Do not leave materials on the hard drive or on the network (unless secured).
- Shred unusable materials.

**2. PRINTING**

- Only print to a stand-alone or secure printer.

**3. DELIVERY**

- Hand-carry only. If this is not practical, make special arrangements for delivery.
- For any transmittal, place and seal inside a container (e.g., an envelope and insert into a second container (e.g., envelope or box).