

Confidential Document Storage Checklist

1. Document Assessment

☐ Identify document type and sensitivity level

☐ Determine retention period

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2. Secure Storage Preparation

☐ Label documents clearly

☐ Prepare storage location

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3. Access Control

☐ Restrict access to authorized personnel only

☐ Maintain access logs

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4. Physical Security

☐ Use lockable cabinets/safes

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5. Digital Security

☐ Encrypt digital files

☐ Backup data regularly

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6. Regular Review

☐ Audit stored documents periodically

☐ Destroy or archive documents as needed

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