

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER RPM-MW-TRUS-6	SUBJECT Forestry Policy - Removal Digital Media Security	RELEASE NUMBER #07-12
FOR FURTHER INFORMATION Midwest Region Branch of Forestry		DATE MAR 15 2007

EXPLANATION OF MATERIAL TRANSMITTED:

The policy establishes procedures that ensure the protection of all forestry data that can be considered trust information through the use of password protection or encryption for files that are transported on portable digital media.



Terrance L. Virden
Midwest Regional Director

FILING INSTRUCTIONS:

Remove: None

Insert: RPM-MW-TRUS-6 (New)



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Midwest Regional Office
Bishop Henry Whipple Building
One Federal Dr, Rm. 550
Ft. Snelling, MN 55111



Regional Policy Memorandum

Bureau of Indian Affairs Midwest Region Office of the Regional Director

Number: RPM-MW-TRUS-6

Effective:

MAR 15 2007

Expires:

MAR 15 2008

Title: Forestry Policy

Midwest Region Branch of Forestry Authority – Removable Digital Media Security

1. Purpose

To ensure that any digital data that is or can be construed to be confidential, proprietary or trust data is protected from un-authorized access during transfer to and from BIA and Tribal Forestry Offices, as outlined in OCIO Policies:

2. Scope

Within the Midwest Region, BIA and Tribal Forestry Offices, forest field inventory data and forestry reports are routinely exchanged between offices using Compact Disks (CD), Digital Video Disks (DVD), 3 ½ inch floppy, Flash Drives and other digital media. The goal is to protect all information carried by person or through the US Postal Service or commercial courier services.

To ensure confidentiality and prevent un-authorized use in the event that media is either lost or stolen, all files will be password protected and/or encrypted. Commercial software with data protection features and "Secure" features found on Flash Drives will be used when data is transported or sent via US mail or courier services out of the office.

3. Policy

IT Security Office Policy IT-2003-001: 4, Roles and Responsibilities, b. Authorized Users: Restrict access of information to authorized users (5/27/2003).

Downloading Sensitive Information Policy IT-2003-40: 3. Policy: Before any sensitive confidential, proprietary or Privacy Act information is transferred from one computer to another, the person making the transfer shall ensure that the access controls on the destination computer are commensurate with the minimal required access controls on the originating computer (5/27/2006).

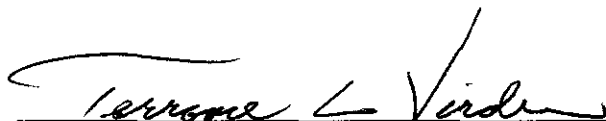
4. Roles and Responsibilities

Midwest Region Forestry Personnel. To be in compliance with all Federal and Department of Interior regulations and directives, this policy will be followed by all Midwest Region Forestry personnel in order to protect the privacy of the beneficial owners confidential, proprietary and trust data.

BIA Line Officer. It shall be the responsibility of each BIA Line Officer to ensure that digital data is safe guarded before it leaves the office.

Certified IRM Approving Official. All software used in regards to this policy will be first approved using current IT & requisition procedures for the use and purchase of non-standard software.

5. Approvals



Terrence L. Virden
Midwest Regional Director

3/15/07
Date