

# “Not Public Data Storage”

## Authorization Form

(See Cottonwood County Policy 680)

Data stored on device: (provide general information of file stored, file names, etc.)

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Source of data stored: \_\_\_\_\_

Date stored: \_\_\_\_\_

Device stored on: (laptop, memory stick, flash memory, CD, DVD, etc.)

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Reason for storing on portable device:

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I have read and fully understand Policy Number 680 “Security Policy on Portable Computing Devices”.

Employee

Department Head

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Date

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Note: This form expires on December 31<sup>st</sup> of the current calendar year that it is signed.