

## **USB Storage Device Usage**

1. Use only official USB storage devices for official work.
2. Records of USB storage devices should be maintained.
3. Damaged/ faulty Removable Storage media (RISM) should never be handed over to outsiders/ manufacturer for repair.
4. Sensitive information should be stored on removable media only when required in the cases of assigned duties.
5. All media must be handled with care and it must be ensured that it is not kept near magnetic material and not exposed to extreme heat or pollution;
6. Make sure there is no hidden file and folders present in the Media. Autorun/ Autoplay feature should be disabled in all the computers.
7. Do not use any electronic storage device unless you know its origin is legitimate and safe.
8. Scan all electronic media for Malware before use.