

**Information Technology Supporting Documentation  
Commonwealth of Pennsylvania  
Governor's Office of Administration/Office for Information Technology**

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**ATTACHMENT A: EMERGENCY TELEWORK SECURITY/IT CHECKLIST**

1. What documents or data are allowed at the alternate remote work location?  
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2. Which documents or data are not allowed at the telework location?  
\_\_\_\_\_
3. What is the return procedure for documents or data taken to the alternate remote location?  
\_\_\_\_\_
4. How will documents or data taken to the alternate remote location be destroyed?  
\_\_\_\_\_
5. How will confidential materials be safeguarded in transit?  
\_\_\_\_\_
6. While the employee is at the alternate remote location, what data or documents need to be available to other work group members that are working at the primary work-place?  
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7. How will the security of Commonwealth information or data be maintained (password protected) if privately owned equipment is used?

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8. Are there any standards set by IT for privately owned equipment? Does the employee-owned equipment meet these standards?

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9. Who is the contact for assistance with state-owned equipment? List name/contact information below and beside the type of equipment for which he/she is responsible:

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**Note:** This document is to be completed and given to the Agency's Security Officer.