



FROM: _____
(Agency Section/Location)

SUBJECT: Securing Data on Computers

I have conducted an inspection for the above agency section/location. I found no job duties performed that would require Securing Data on Computers. All computers in this location is maintained by the DOA/Office of Technology Services and policies can be located at <http://www.doa.la.gov/Pages/ots/Policies.aspx>.

Acknowledged:

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date