

# SECURE IT



Password protect mobile devices and media. Lock your laptop screen before you walk away. Clear your desk and secure work papers each day. Shred paper if disposing of private or confidential information. Do not discuss proprietary information in public.

INFORMATION IS AN ASSET  
**PROTECT IT!**



Questions? Contact Records Management Branch, Archives Division, DAGS  
at 808-831-6770 or [recordscenter@hawaii.gov](mailto:recordscenter@hawaii.gov)

