

Los Angeles City College Administrative Services 'How To' Book	Information Technology Department	IV H-8
How Do I Know the Policy for Encrypting Files?		

A. How Do I Know

How Do I know the policy for encrypting files?

1. In all cases, employees or any College LAN User (Local Area Network) may not use any unauthorized encryption mechanism to encrypt any files including, but not limited to, E-mail messages. Only the College (LACCD) approved encryption methods may be used. Any and all key information used to encrypt and decrypt files is to be kept by the Authorized Technical Staff (ATS) or Information Technology Staff.