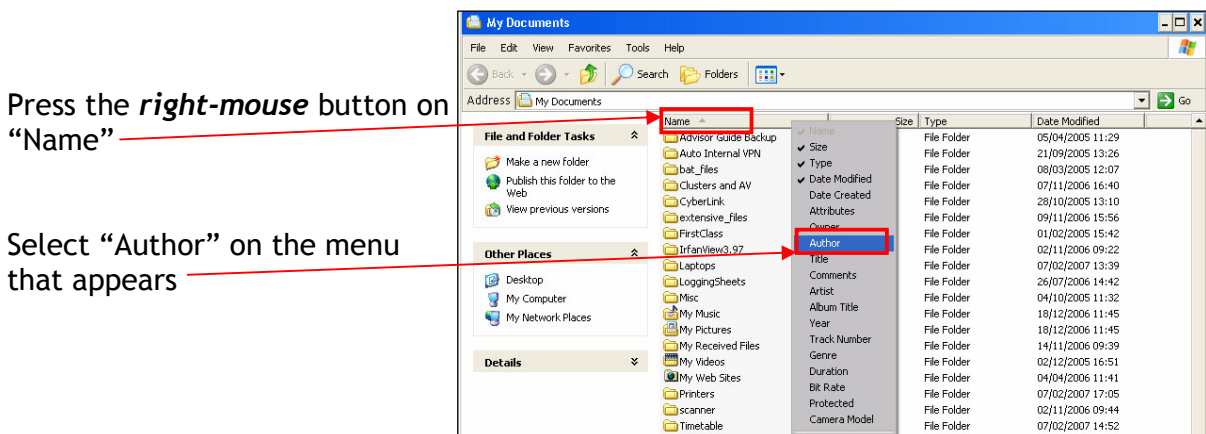
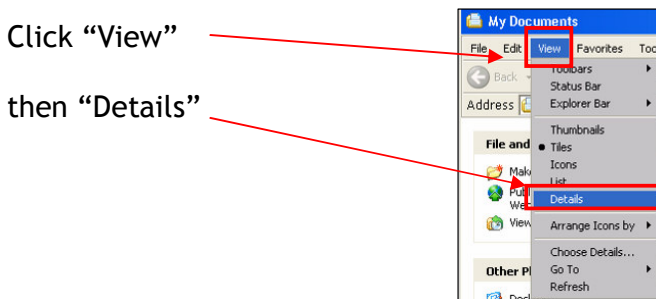
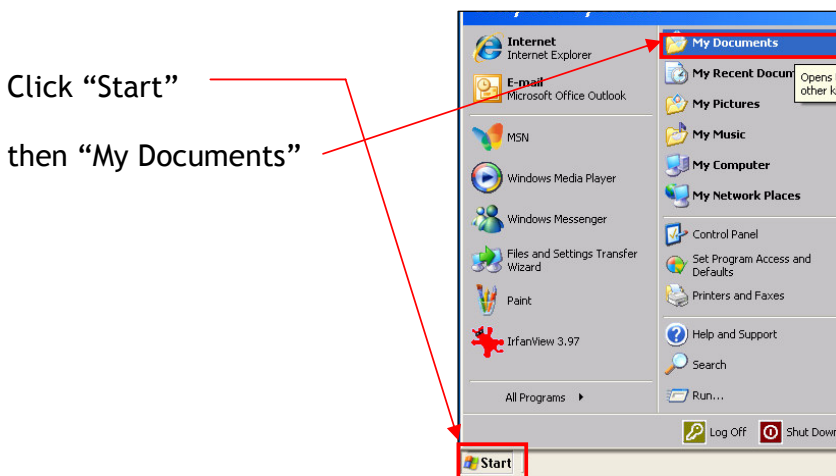


## Lost USB Pens

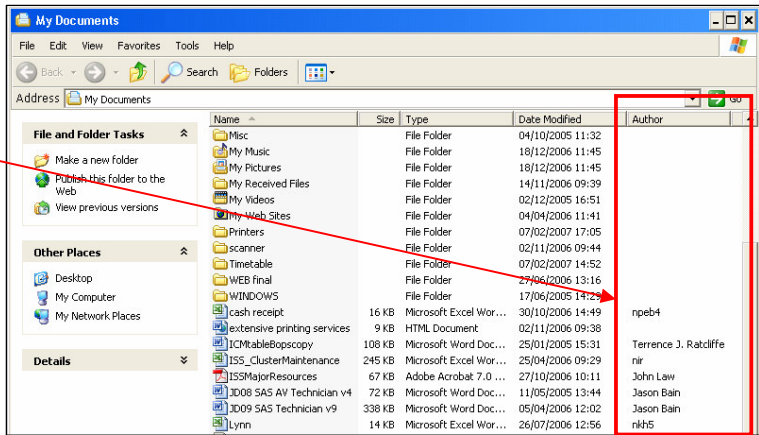
1. Staff should take reasonable steps with the minimum amount of intrusion to determine the ownership of a USB pen. This will permit us to return the pen promptly.
2. Staff should not open any file contained on the USB pen. Ownership should be determined using Windows explorer with "author" details switched on (see guide below). If ownership cannot be determined by this method then the pen should be labelled with "when/where found" information and dealt with as lost-property.
3. Anyone who does lose a USB pen which is subsequently found/returned should be advised that they should be more careful in future and be grateful that a responsible member of staff has taken the time to ascertain ownership rather than leaving it to someone else to destroy/re-use/mis-use any data contained on the pen.

### Turn on "Author" details in Windows Explorer

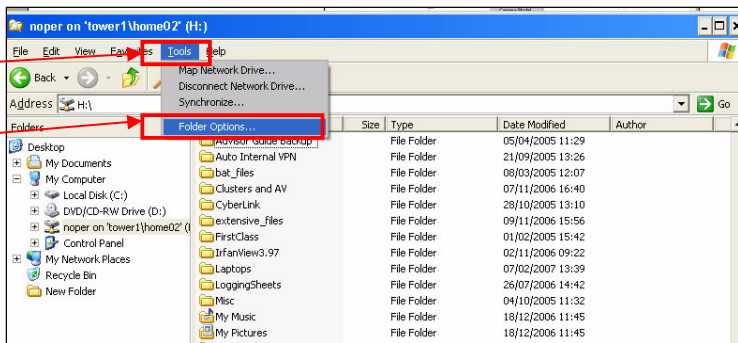


# Lost USB Pens

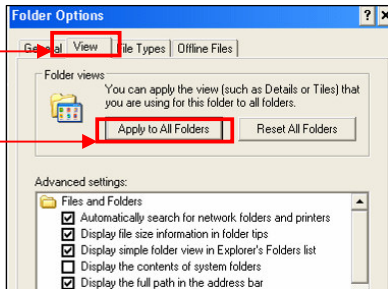
You will now have an extra column that shows the author of the files. (if the information is available)



Click "Tools"  
then "Folder Options"

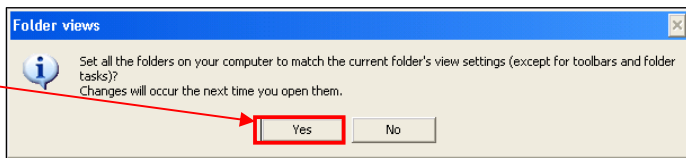


Click "View" tab

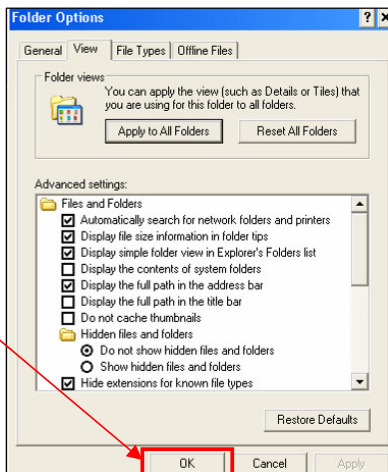


Click "Apply to All Folders"

Click "Yes"



Click "OK"



It will be now be set for all directories and any USB Memory sticks.