

PROPOSED REG 04.00.08

Rationale: This regulation was drafted by Legal Affairs at the request of EH&PS because Google has been hosting student contests that ask students to upload campus building floor plans and other sensitive building layout documents. Google intends to make these documents available to the public for way finding and emergency response. NC State floor plans, construction documents and layouts contain proprietary information about building infrastructure that should not be in the public domain. The Regulation governs the use and release of "sensitive material" related to security plans, information technology or telecommunications infrastructure plans, building schematics, construction documents, etc.

Review Process:

5/30/12 AVC for Environ. Health & Public Safety authorizes transmittal of PRR for review

5/1/12 General Counsel preliminary issued draft

5/31/12 VC for Finance & Business review

5/30/12 AVC Facilities review

_____ (Relevant NCSU committee or other body) review, if applicable

6/18/12 General Counsel final review, if changes have been made

7/2/12 EOM, or official with delegated authority to approve PRR

8/13/12 University Council (review/notification), if applicable

N/A Board of Trustees (review/notification), if applicable

NC STATE UNIVERSITY	
Policies, Regulations and Rules	Authority Issued by the Vice Chancellor for Finance and Business
	Title Security of Sensitive Plans, Design and Construction Documents, Arrangements and Drawings
	Classification REG 04.00.08
	PRR Subject Campus Environment
	Contact Associate Vice Chancellor for Environmental Health and Safety

History: First Issued: May ____, 2012

Related Policies:

[NCSU REG 08.00.03 – Data Management Procedures](#)

Additional References:

[N.C. Gen. Stat. § 132-1.7 - Sensitive public security information.](#)

[NCSU REG 04.00.02 – Public Records Request](#)

[NCSU REG 01.25.01 - Procedure for Formatting, Adopting, and Publishing Policies, Regulations, and Rules \(PRR Protocol\)](#)

1. Introduction

1.1. Purpose of this Regulation

The purpose of this Regulation is to establish (1) the correct data security classification for sensitive plans, design and construction documents, arrangements and drawings (“sensitive material”), and (2) proper protocols to provide for its security and release through the adoption of appropriate administrative rules.

This Regulation governs sensitive material as a subset of “university data” as that term is defined in [NCSU REG 08.00.3 – Data Management Procedures](#) (hyperlink). Typical categories of sensitive material contemplated by this regulation include, but are not limited to: (1) detailed public security plans, (2) security arrangements created by public safety agencies in preparation for public events, (3) construction documents, building schematics, information technology or telecommunications infrastructure plans, or any other detailed plan or drawing of public buildings and infrastructure facilities.

1.2. Sensitive Material and Public Records Law

While providing broad access to public records, North Carolina’s public records law does not apply to the sensitive material contemplated by this Regulation. Although the general public has no right of access to inspect or copy this material, requests from non-university parties for access

to or copies of sensitive material should still be handled in accordance with [NCSU REG 04.00.02 – Public Records Request](#) (hyperlink).

2. Data Security Classification

Due to its highly sensitive nature, sensitive material governed by this Regulation is assigned the High Security classification level as provided in [NCSU REG 08.00.03](#) (hyperlink to para. 6.1 of this reg). As such, all [data trustees, stewards and custodians](#) (hyperlinked to NCSU REG 08.00.03, para. 3) exercising oversight responsibility for sensitive material must implement appropriate standards, procedures, and guidelines commensurate with this classification necessary to administer the security and access for this material. Examples of such standards, procedures or guidelines may include storing sensitive material under secured conditions as well as requiring signed non-disclosure and return agreements from non-university parties provided access to sensitive material. Please refer to [NCSU REG 08.00.03 – Data Management Procedures](#) (hyperlink) for more information on data security requirements.

3. Implementing Rules Authorized

Subordinate academic or administrative units maintaining sensitive material may promulgate rules to implement this Regulation's requirements, which will become effective upon approval of the executive officer or delegee to whom the unit reports. See [NCSU REG 01.25.01 - Procedure for Formatting, Adopting, and Publishing Policies, Regulations, and Rules \(PRR Protocol\)](#) (hyperlink) regarding proper adoption, posting and publication of rules.