VALDOSTA STATE UNIVERSITY
Building for Our Next Century
1906-2006

Memorandum

To: Craig Williams

From: William C. Moore II

Date: September 26, 2012

Re: Restricted physical access to IT sensitive and confidential areas

In response to the Georgia Department of Audits 2012 IT audit and to comply with data management mandates, please include the following in your Key Control and Lock Control policies:

Areas within the Division of Information Technology such as datacenters and network operation centers contain confidential and restricted data. Access to these areas require documented purpose and written authorization from either the Chief Information Officer or the Chief Information Security Officer. Accesses to these areas require two-factor authentication and all access is logged. Review by the CIO and/or the CISO of access logs is required on a regular basis. Emergency physical override keys of the electronic locks will be kept to a minimum and shall be limited to the CIO, CISO and the University Police shift supervisor. Limitation shall also include University administration that carry the core series master key. Use of any override key is for emergency use only. All access via keyed override must be entered into the appropriate ledger at the time and date of entry and include date, time, purpose of override and a list of all persons entering the area. All entry via keyed override must be reported to the CIO and CISO within 48 hours by the person using an override key.

wcm

cc. Dr. Karla Hull
cc. Ms. Sue Fuciareli
cc. Mr. Joseph A. Newton III

Chief Information Security Officer
Information Technology Division
Location Pine Hall Room #153 **Address** 1500 N. Patterson St · Valdosta, GA 31698-1095
Phone 229-333-5974 · **FAX** 229-245-4349 · **Web** www.valdosta.edu/security/ · **Email** wcmoore@valdosta.edu