

ADMINISTRATIVE PROCEDURES

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| Title: DATA CENTER – PHYSICAL ACCESS | Identification: | 9.09 |
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| | Effective Date: | 9/03/13 |
| Authority: SBE 6A-14.0261 FS 1001.64; 1001.65 | Signature/Approval: | Dr. Ken Atwater |

PURPOSE

This procedure establishes a process for securing and controlling physical access to the College's Data Center, telephone rooms and wiring closets.

PROCEDURE

The physical access to the College's Data Center and telephone/data closets shall be secured by lock & key and swipe cards. College employees who need access to the Data Center, telephone and data closets to perform their duties will be assigned access to these rooms using swipe cards which will require prior authorization by the Vice President of Information Systems or the Director of Network and Telecom.

The access cards shall be safeguarded at all times. Lost cards shall be reported immediately to the employee's supervisor.

Day-to-day administration of the swipe card system is the responsibility of the College's Risk & Emergency Management and Campus Services.

Occasionally vendors who maintain equipment in the Data Center may need to access the Data Center. A visitor log shall be maintained for all visitors to the College's Data Center. This log shall be periodically reviewed by the Vice President of Information Systems or the Director of Networking and Telecom.

HISTORY: New