

August 27, 2008

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Charles D. Leffler  
Vice Chancellor for Finance and Business

SUBJECT: Revision to Data Management Procedures and List of Data Categories and University Data Trustees, Stewards and Custodians

The Data Management Procedures (DMP) document has been revised to reflect changes associated with the formation of the Office of Information Technology and is now available on the Policies, Regulations and Rules (PRR) website at: <http://www.ncsu.edu/policies/informationtechnology/REG08.00.3.php>. The List of Data Categories and University Data Trustees, Stewards and Custodians (Listing) that is associated with the DMP has also been revised and can be found at: [http://www.ncsu.edu/security/prr/data/data\\_categories.doc](http://www.ncsu.edu/security/prr/data/data_categories.doc). These new versions are effective immediately.

The DMP assigns responsibility for custody and security of University Data. The Listing provides an account of specific data categories and identifies the responsible parties – University Data Trustee, Data Steward, and Data Custodian – assigned to those data categories. Data Categories are high-level classifications of the university's data that require specific security or privacy considerations.

The Listing reflects changes in the responsible party for the identified data categories and now features both administrative and academic data, centralized within the OIT or distributed to individual departments and colleges. Although the DMP governs the management and accessibility of university data regardless of the environment where the data reside, the Listing focuses on the most sensitive university electronically stored information (ESI), and provides a record of the responsibilities for the protection, use and storage of such information.

The Listing is stored separately from the DMP regulation so that changes can be made to it as responsibilities for and categorization of sensitive data change without the requirement for approval of a revised DMP regulation.

If you have any questions about the changes to the DMP or Listing, please contact John Baines, Assistant Director of OIT Security and Compliance, at 513-7482 or via email at [John\\_Baines@ncsu.edu](mailto:John_Baines@ncsu.edu); or contact Mardecia Bell, Director of OIT Security and Compliance, at 513-1194 or via email at [Mardecia\\_Bell@ncsu.edu](mailto:Mardecia_Bell@ncsu.edu).

cc: Marc Hoit, Vice Chancellor for Information Technology  
John Baines, Assistant Director of OIT Security and Compliance  
University Business Officers  
University Information Technology Committee Members