



ADMINISTRATIVE POLICY

Secure Areas

POLICY STATEMENT

Nevada State College's electronic resources and infrastructure must be protected from unauthorized access that could result in loss of connectivity or information. Therefore, all access to restricted information technology (IT) areas at Nevada State College must be secured.

REASON FOR POLICY

This policy defines the requirements for establishing physical access controls at Nevada State College as it relates to restricted information technology areas such as data centers or telecommunication facilities.

PROCEDURES

Access Control

Physical Access Control - Access to restricted IT areas must be physically limited by an access control device that prevents unauthorized persons from gaining access.

Unauthorized Physical Access Attempts - Individuals must not attempt to enter restricted IT areas in Nevada State College buildings for which they have not received access authorization.

Access Control System Records – Records of employees with access to Nevada State College restricted IT areas must be maintained and updated.

Terminated Worker Access to Restricted Areas - Whenever an employee terminates their working relationship with Nevada State College or a position they held which provides access, all access rights to Nevada State College restricted IT areas must be immediately revoked.

Access Control Monitoring

Physical Access Monitoring - Video cameras or other access control mechanisms that monitor the entry and exit points to restricted IT areas must be in place.

Physical Access Key Cards and Fobs - Procedures must be in place that control the issuance, modification, and revocation of Nevada State College physical access key cards and fobs.

Physical Access System Access - Access to the system(s) that controls the Nevada State College physical access key cards and fobs must be limited to only those employees with the responsibility to issue, modify, or revoke physical access devices.

Visitors

Escorting Visitors - Visitors to Nevada State College restricted IT areas including, but not limited to, guests, contractors, delivery staff, and law enforcement officers, must be escorted by an authorized employee.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
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DEFINITIONS

Restricted IT Area - Any area including, but not limited to, data centers, telecommunication closets, or workspaces that house sensitive electronic information or IT infrastructure equipment.

Visitor - Any person who is not employed or contracted with by Nevada State College.

RELATED INFORMATION

HISTORY

Revised 2/26/18