

**INDIANA UNIVERSITY
INSTITUTIONAL POLICIES**

VOLUME IV

POLICIES RELATED TO FACILITIES: ARCHITECTURE AND DESIGN

SUBJECT: Access to Graphic and Text Facilities Data

SOURCE: Vice President for Administration

POLICY NO:

IV.A.8.

DATE ISSUED:

Date Revised: 2/12/03

RATIONALE: To insure security of facilities and the safety of individuals and property occupying facilities owned or leased by the Trustees of Indiana University by classifying and defining the use of facilities data.

POLICY: Access to facilities data shall be as follows: *Public Data* is available to the general public. *University Internal Facilities Data* may be accessed by all eligible employees of the University for the conduct of University business. *Limited Access Facilities Data* may not be accessed without specific authorization.

DEFINITIONS:

Graphic data: primarily campus maps (GIS files) and architectural and engineering drawings (CADD files).

Text data: primarily the inventory of buildings, rooms and infrastructure items and their details, information about operating data and information about construction and maintenance projects.

GIS: Geographic Information System.

CAD: Computer Aided Design

Public Data
Categories of information to which access is public: Building lists without room detail, floor plans for buildings “designated” as public (showing walls, doors, windows, room numbers and accessibility symbols) and campus site maps including building footprint, name and number.

University Internal Facilities Data
Categories of information to which eligible employees of Indiana University have access: floor plans and space inventory (excluding limited access data); GIS information for IU campuses (excluding limited access data).

Limited Access Facilities Data
Categories of information to which access is limited to people working in the campus facilities offices: all areas to which physical access is restricted (for example, research labs); room level data identifying specific location of art holdings; data concerning spaces assigned to senior IU officials; data providing detailed information about building and campus infrastructure; record drawings.

CAD/GIS data, in native, alterable format, will be released to groups or organizations on a case-by-case basis when the following conditions are met:

1. UAO is notified (and approves) a project where the CAD/GIS data is required.

2. UAO will verify that the person using the CAD/GIS data has enough relevant expertise and knowledge of IU standards to use the data effectively.
3. UAO appoints a project manager to oversee the project. This oversight will consist of:
 - Periodic project status reports from the person/unit who has been given the CAD/GIS data
 - Final receipt of the final updated CAD/GIS data or other products based on the original files. Documents depicting as-built conditions should be submitted to UAO after substantial completion of any project.
4. Any university faculty or staff using the CAD/GIS data will be asked to complete a Facilities Data Security Agreement and must understand and abide by all rules specified in that agreement.

**PROCEDURE
REFERENCE:**

Exceptions to this policy shall be made only by the Facilities Information Management System Executive Committee.

Access to all Facilities Data (excluding Public Data) shall be by request to the Manager of Graphic Information/FIMS in the University Architect's Office or the Assistant Director of the Bureau of Facilities Programming and Utilization

**CROSS
REFERENCE:**

FIMS Web site: www.indiana.edu/~fims; University Architect's Office web site: www.indiana.edu/~uao; and Bureau of Facilities Programming and Utilization web site: www.indiana.edu/~bureau

**RESPONSIBLE
ORGANIZATION:**

University Architect's Office, Bureau of Facilities Programming and Utilization