

**MICHIGAN STATE UNIVERSITY
HEALTH INFORMATION TECHNOLOGY
POLICIES/PROCEDURES**

SUBJECT:	Data Center Access Control	NO: IS - 13
SCOPE:	HealthTeam Faculty, Staff, Contract Users, and non-HIT Visitor	Page 1 of 1
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FINAL APPROVAL: Jerry Aubert, CIO		
EFFECTIVE DATE: 10/2007		REVIEW DATE: 10/2008
KEYWORDS:		

POLICY STATEMENT

Access to the Health Information Technology Data centers should be restricted to authorized team members of HIT either by limited keys or limited swipe card access control. All other individuals must be escorted into any HIT data center by authorized HIT staff.

A sign-in log book that contains signature lines with time/date for sign-in and out as well as a line for reason of visit will be maintained at both HIT offices. This log book will be valid for one year and will review by the Security Officer on a periodic basis.

All non-authorized HIT team members must follow procedures for non-HIT visitors.

PROCEDURE

Non-HIT Employee

1. Shows MSU ID card to authorized HIT team member.
2. Non-HIT member will sign and date the log book.

Authorized HIT member

3. Authorized HIT team member will escort non-HIT person to data center, where the authorized HIT team member will open the door.

Security Officer

4. All individuals signed into the log book must sign out.
5. Security Officer will review log book on a periodic basis. The year-dated log book will be kept for seven years.