Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
The scope of this procedure is to grant, control, and monitor the physical access to information resources facilities.

Reason for Standard Administrative Procedure
The purpose of the physical access procedure is to establish the process for the granting, control, monitoring, and removal of physical access to information resource facilities.

Procedures and Responsibilities
1. CONTROLS AND RESPONSIBILITIES

1.1 All physical security systems shall comply with applicable regulations such as, but not limited to, building codes and fire prevention codes.

1.2 Physical access procedures to all information resources restricted facilities shall be documented.

1.3 All information resources facilities shall be physically protected in proportion to the criticality or importance of their function at TEES.

1.4 Access to information resources facilities shall be granted only to division personnel, vendors, or other authorized personnel whose job responsibilities require access to that facility.

1.5 There shall be an approval and documentation process for granting and revocation/return of security codes, access cards, and/or key access to information resources facilities.

1.6 Individuals who are granted access rights to an information resource facility must sign appropriate access agreements. Facilities users should also receive information regarding appropriate physical security practices and emergency procedures.

1.7 Security access codes, access cards and/or keys to information resources facilities shall not be shared or loaned to others.
1.8 Appropriate division personnel responsible for the physical security of information resources shall review access rights for the facility on a periodic basis and revoke access for individuals that no longer require such access.

1.8.1 Access cards or keys must not be reallocated to another individual bypassing the return process.

1.8.2 Access cards and/or keys must not have identifying information other than a return mail address.

1.9 Visitors must be escorted in restricted access areas of information resource facilities.

1.10 Physical access records shall be maintained as appropriate for the criticality of the information resources being protected. Such records shall be reviewed as needed by division heads or their designees.

1.11 Signage for restricted access rooms and locations must be practical, yet display minimal discernible evidence of the importance of the facility.

Related Statutes, Policies, or Requirements
TAMU SAP 29.01.99.M1.15, Information Resources – Physical Access

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

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