CRITICAL DATA IN KFS: REFERENCE GUIDE

RESOURCES

Critical Data Guide
A 10-page PDF with a summary of information about critical data at IU, or follow the link on this page to request a pocket-sized hardcopy. [https://datamangement.iu.edu/training/data-guide/index.php](https://datamangement.iu.edu/training/data-guide/index.php)

Data Classification Matrix
This Tableau report lists data classifications by domain (e.g., Financial, Student, Purchasing & Travel, etc.). [https://datamgmt.iu.edu/tools/matrix.php](https://datamgmt.iu.edu/tools/matrix.php)

Data Sharing and Handling Tool
Use this interactive tool to identify what IU tools you can use to share and store the data you are working with. [https://datamanagement.iu.edu/tools/data-storage-and-handling.php](https://datamanagement.iu.edu/tools/data-storage-and-handling.php)

FMS Memo on KFS Critical Data Security Violations
Refer to this document for guidance regarding IU's expectations concerning critical data in KFS. [https://fms.iu.edu/index.php/download_file/807/](https://fms.iu.edu/index.php/download_file/807/)

Management of Institutional Data DM-01
This policy provides the basis for all data sharing, storage, and handling at IU. [https://policies.iu.edu/policies/dm-01-management-institutional-data/index.html](https://policies.iu.edu/policies/dm-01-management-institutional-data/index.html)

Properly redacting information at IU
Step-by-step instructions for how to redact data from paper documents, Microsoft Word documents, Adobe Acrobat documents, and using Notepad. [https://kb.iu.edu/d/adgl](https://kb.iu.edu/d/adgl)

Types of Data
This website summarizes the four data classification levels at IU and provides examples of data in each classification. [https://datamanagement.iu.edu/types-of-data/classifications.php](https://datamanagement.iu.edu/types-of-data/classifications.php)

VIDEO PLAYLIST
- Video 1: What is Critical Data? [http://go.iu.edu/1GDm](http://go.iu.edu/1GDm)
- Video 2: Critical Data and KFS Fields [http://go.iu.edu/1GDn](http://go.iu.edu/1GDn)
- Video 3: Critical Data in Notes and Attachments [http://go.iu.edu/1GDo](http://go.iu.edu/1GDo)
- Video 4: Consequences of Critical Data in KFS [http://go.iu.edu/1GDp](http://go.iu.edu/1GDp)

CONTACTS
Don't hesitate to reach out to campus experts if you have questions about critical data at IU and/or entering critical data in KFS.

University Information Policy Office (UIPO)
Email: uipo@iu.edu
Phone: (812) 855-UIPO (8476)

FMS Customer Service
Web form (email): [https://fms.iu.edu/support](https://fms.iu.edu/support)
Phone: (812) 855-0375

IU Data Stewards, Management Advisors, and Delegates
The [Data Stewards website](https://datamanagement.iu.edu/types-of-data/classifications.php) lists contact information for subject area-specific Data Stewards as well as Data Management Advisors, Data Steward Delegates, and Subject Matter Experts.