

Pierce College

Procedure for Security of Sensitive Instructional Materials in CopyTech

Purpose: To establish a procedure that outlines the rules and procedures for security of sensitive instructional materials submitted by instructors for photocopying.

1. PROCEDURE Handling Sensitive Instructional Materials

- a) Instructors may submit sensitive instructional materials at a separate counter to Classified employees on duty.
- b) All materials must be secured within a large envelope. Information will be recorded on the outside of the envelope specifying the handling of the materials. If the materials are considered sensitive, the envelope must be clearly marked “Sensitive Material Enclosed.”
- c) In the event that Classified employees are not on duty, Instructors may secure the sensitive materials in an envelope and drop the sealed envelope into a locked box located near the front counter. Only Classified staff will have access to the cabinet.
- d) If requested, instructors will receive a signed receipt for sensitive instructional materials to track material custodianship. No receipt will be issued for materials dropped off in the lock box.
- e) Copy jobs that involve sensitive materials will be photocopied by a Classified employee. Unclassified employees will not be permitted to reproduce sensitive instructional materials.
- f) Photocopied sensitive instructional materials will be packaged and secured in a locked cabinet that can only be accessed by Classified employees.
- g) Sensitive instructional materials will only be released by Classified staff.

2. Delivery of Sensitive Instructional Materials to CopyTech

- a) All employees are encouraged to hand deliver sensitive instructional materials to CopyTech.
- b) In the event that a courier or other person is used to deliver the materials, CopyTech recommends that the Instructor send a signed note with the courier outlining how the job is to be run and to verify that the document is to be reproduced.
- c) In the event that the documents are electronically mailed to CopyTech, the sender must include all of the necessary information to insure that the document is reproduced correctly.

3. Pickup of Sensitive Instructional Materials from CopyTech

- a) CopyTech encourages Certificated and Classified employees to pickup sensitive instructional materials from CopyTech in order to minimize any concerns regarding the security of materials.
- b) CopyTech will maintain an “Alternate Authorized Pickup List” for employees who prefer to use a courier to pickup sensitive instructional materials.
- c) CopyTech will require that the courier’s name, along with other pertinent information, be on file prior to the pickup.

- d) Classified employees working in CopyTech will be the only individuals allowed to add names to the “Alternate Authorized Pickup List.” This list will be posted in a safe area and will require a signature by the Classified employees approving pickups.
- e) Instructors will be required to be present when requesting CopyTech’s Classified staff to enter a name on the list of persons authorized to pickup sensitive instructional materials.
- f) Certificated employees, Classified employees and authorized couriers may be asked to present identification when picking up sensitive instructional materials from CopyTech.

4. Special Conditions

- a) In the event that sensitive instructional materials are found in any of the photocopy machines, CopyTech’s Classified employees will assume custodianship of the materials. In the event that the requestor cannot be located, the materials will be subject to immediate destruction by a Supervisor and witnessed by a second party.

5. Exceptions: All exceptions to this policy must have the prior written approval of the College Enterprise Manager or Vice President, Administrative Services.

Approved by:

/s/ Timothy L. Oliver

Tim Oliver
Vice President, Administrative Services

/s/ Larry Kraus

Larry Kraus
College Enterprise Manager

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