

L&I, Office of Information Technology Procedure

Name:	OIT Physical Security Access Request Procedure
Effective Date:	July 2017
Category:	Security
Version:	1.1

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").

2. Procedure:

This procedure is implemented by L&I Office of Information Technology (OIT), Enterprise Security and Compliance (ESC).

A. Procedure

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	Applicant	Applicant obtains the OIT Physical Security Access Request form from the LION > IT Information/Services > IT Forms > OIT Physical Security Access Request and completes all sections except the Supervisor Approval and Security Administration Section.
2.	Division Chief/Groups Supervisor	The applicant's Division Chief/Group Supervisor approves the OIT Physical Security Access Request form by filling in their name, signing and dating the Supervisor Approval section on the form.
3.	Division Chief/Group Supervisor	The Division Chief/Group Supervisor sends the OIT Physical Security Access Request form to the OIT/Enterprise Security and Compliance Administration Group, 3 rd Floor Main, L&I Building.
4.	ESC	The ESC authorizes the appropriate access requested and has the Enterprise Security and Compliance Manager sign off on the access given to the applicant.
5.	ESC	The ESC sends an email to the applicant and their Division Chief/Group Supervisor, confirming the completion of the request.
6.	ESC	The ESC then files the form in the Physical Security Room.

3. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.0	03/2016	Base Document
1.1	07/2017	Updates to format