

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Technology

January 29, 2008

Information Technology Bulletin 08-02

Subject: Data Classification Guideline

Pursuant to LAC 4:XV.101, et seq., the Office of Information Technology (OIT) is providing a Data Classification Guideline.

Data Classification Guideline

CONFIDENTIAL / SENSITIVE – This information if released could potentially cause harm to a person, an agency or the State. The information is **CONFIDENTIAL / SENSITIVE** if protected by one or more of the following: Agency policy, State policy, Local law, State law or Federal law.

INTERNAL– This is information intended for use within the Agency. An accidental release of this information will not cause harm to a person, an agency or the State.

PUBLIC – This is information specifically prepared and formatted for consumption by the general public.

The above classifications should be utilized for existing data and new data that is created internally or received from an external source.

The methods used in protecting data, as described in associated policies, shall address not only the storage of the data but also the transport of the data to other systems and the delivery / display of the information to a workstation.

All entities under the authority of OIT as defined by R.S. 39:15.1, et seq, should consider this guideline when classifying computer data.

If you have any questions, please contact Michael Gusky at (225) 219-9475.