

# CRITICAL DATA IN KFS: REFERENCE GUIDE

## RESOURCES

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### 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://datamanagement.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>

### 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>

### 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>

### 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>

### 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>

## VIDEO PLAYLIST

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- Video 1: What is Critical Data? <http://go.iu.edu/1GDm>
- Video 2: Critical Data and KFS Fields <http://go.iu.edu/1GDn>
- Video 3: Critical Data in Notes and Attachments <http://go.iu.edu/1GDo>
- Video 4: Consequences of Critical Data in KFS <http://go.iu.edu/1GDp>

## CONTACTS

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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](mailto:uipo@iu.edu)  
Phone: (812) 855-UIPO (8476)

### FMS Customer Service

Web form (email): <https://fms.iu.edu/support>  
Phone: (812) 855-0375

### IU Data Stewards, Management Advisors, and Delegates

The [Data Stewards website](#) lists contact information for subject area-specific Data Stewards as well as Data Management Advisors, Data Steward Delegates, and Subject Matter Experts.