

# NAU University Data Inventory User Guide

**Purpose:** This guide will act as a reference for completing the university data inventory. It defines each of the fields that are part of the data inventory intake form and also provides examples where applicable. For any questions related to the data inventory, please contact [data.inventory@nau.edu](mailto:data.inventory@nau.edu)

This guide is broken up into sections relating to the separate tabs within the data inventory workbook.

An example of a completed workbook can be found by accessing this link: [Example Data Inventory.xlsx](#)

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## Section: Dept Info

**Dept Unit / Research project name** - Your Official Department Name - Please no nicknames. This should match the filename of the workbook. For research projects, this will be the name of your project.

**Last Updated Date (MM/DD/YYYY)** - Do not fill in this cell until you have reviewed the entire workbook. Once this data is populated, it will signal to the data inventory team that you have completed your review for this year.

**Form Completed By** - Who all assisted with completing the review of this workbook?

**Data Custodians/ Stewards** - "Do you have an individual (or multiple) who serve as a Data Steward for your department? If so, list their names here.

A Data Steward in this context refers to an official who is charged with controlling access to and properly curating University Information or data, as defined in the Access Management Policy (<https://nau.edu/university-policy-library/access-management/>).

**FTE** - How many full-time employees work in your department/area?

**PTE** - How many part-time employees work in your department/area?

**GAs/ TAs** - How many grad assistant or teacher's assistant employees work in your department/area?

**SWs** - How many student-workers work in your department/area?

**Others** - Any other employees that do not fit in the other categories?

**# Admin/ Privileged Users** - As defined in the privileged Access Standard ([https://nau.edu/wp-content/uploads/sites/26/Standard\\_Privileged\\_Access\\_1.pdf](https://nau.edu/wp-content/uploads/sites/26/Standard_Privileged_Access_1.pdf)), an Administrator or Privileged User refers to an individual who typically has elevated privileges or access to run specific services or processes that allow for modifications to the operation of an IT Resource. These users are typically seen as the "go to" for the management of various products throughout the University. This is not to be confused with simply having ePass roles within PeopleSoft.

**L1, L2, L3, L4** - These columns should be auto filled by information that is populated on the "Data Types Used" tab. This is a mere calculation of the various data types (per data classification level) that you/your department use throughout your business tasks.

If you're not sure what level of data you're working with, please refer to the Data Classification and Handling policy (<https://nau.edu/university-policy-library/data-classification-and-handling/>).

## Section: Data Types Used

**Data Type** - Think about the various tasks you complete daily/ weekly/ monthly/ quarterly/ annually. What data are you working with to complete those tasks? Examples are in an extensive list at the end of this guide (Appendix 1).

**Subjects** - Who is the subject of the data type you've identified? Examples include, but not limited to:

- Affiliates
- Alumni
- Applicants
- Contractors
- Faculty
- Parents
- Retirees
- Staff
- Students

**Transactions** - How do you obtain this data type information? Examples include, but not limited to:

- Received
- Stored
- Shared
- Queried
- Created

**Purpose** - Why are you working with this data type specifically? How is this data used throughout your business processes? Provide a brief description of how you use this data in your business processes.

**System or App Used** - Think through the data lifecycle from when you first start working with the data type. Which systems or applications do you use when working with or storing this data type? Be sure to list all systems and applications you can think of where the corresponding data type is used. Be sure to spell out acronyms. Examples are listed on "Systems and Apps Used" tab.

**Data Classification** - This is the data classification that is assigned to each data type as it relates to the Data Classification and Handling Policy (<https://nau.edu/university-policy-library/data-classification-and-handling/>). This column, should pre-populate the numbers on the Department Info tab. Options are L1, L2, L3, or L4.

## Section: System Apps Used

**System or App** - Everything that was listed in Column F of the "Data Types Used" tab should be replicated here. This is where we want to know more about the systems or applications your department uses to conduct business processes. Be sure to spell out any acronyms to ensure that we have the correct understanding of what the system or application is. Examples are included in Appendix 2 near the end of this guide.

**Criticality** - This is intended to help us understand your most critical systems and applications used in your department. Options include:

- High
- Medium
- Low

**Who Manages** - In many cases, ITS manages the various services and products used across campus. However, this is to help identify any systems or applications that ITS does not manage. If your department uses one of the tools in Column B, please make sure that this column is updated appropriately. For any systems or applications that are managed by the department, you will be asked about these again on the "Business Impact" tab.

**Restoration Timeframe** - When thinking about system down time, this is to gauge how quickly your department would need the corresponding system or application back up and running before it severely impacts business processes. Options Include:

- Immediately (which should only be used for critical systems and applications)
- > 6 hours
- 7-12 hours
- 12-24 hours
- 24-48 hours
- a week

## Section: Data Sharing

**Entity Name** - This should be the official name of the entity with which your department shares data. Please be sure to spell out any acronyms for entity/organization names. Examples include, but not limited to:

- |   |                              |                                  |
|---|------------------------------|----------------------------------|
| • AASHE   | <i>department's specific</i> | • Arizona Auditor General        |
| • ABOR  | <i>board)</i>                | • Arizona Board of Nursing       |
| • A-Check Global                                    | • ACJIS/NCIC                 | • Arizona Board of Regents       |
| • Academic Journals                                 | • ACOTE Accreditation Board  | • Arizona Corporation Commission |
| • Accreditation Board ( <i>Be sure to list your</i> | • ACRL-IPEDS                 |                                  |

- Arizona Department of Administration Risk Management Division
- Coconino Community College
- Coconino County Adult Probation
- Coconino County Health Department
- Coconino County Sheriff's Office
- College Reading and Learning Association Certification Board
- CollegeNet
- Colorado Plateau EcoSystem Unit
- Grant Funding Agency
- Partnering Institutions
- Publication Agencies
- Ranking Organizations
- Research project partners
- Retained Counsel
- Road Scholar
- Third-Party Vendors

**Sharing Direction** – How are you sharing the data? Options include:

- Bi-Directional
- NAU Shares with the Third Party
- The Third-Party shares with NAU

**Data Shared** - Provide a brief description of the data that is being shared. Things to consider/include:

- What data is your department sharing with the Third-Party Entity?
- Is it aggregate data or lists of user data?
- Why is the data being shared?
- Are there legal/contract/audit requirements to share the data?

**Frequency** - How often is the data shared? Options include:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Ad hoc
- other? Please explain

**Sharing Method** - How is the data shared to/from the Third Party? Are proper security measures taken when sharing data? Examples include, but not limited to:

- Dropbox
- Email
- Hard copy files (in person or mailed)
- Microsoft Teams
- OneDrive for Business
- SFTP
- Web Portal (*Please include a link of the web portal*)

## Section: Business Impact

**Do you manage?** - Do you manage the backup and recovery for any of the identified data types, systems, or applications? You may have already identified the systems and applications your department manages on the "Systems Apps Used" tab in Column D. Options include:

- Yes
- No

**Yes, what?** - If yes, please list each of the systems or applications you've identified on the "Systems Apps Used" tab in Column D.

**Greatest Risks** - What are the greatest risks, in your opinion, to the data types, systems, or applications you rely on? Examples include, but not limited to:

- fire
- flood
- snowstorm
- earthquake
- malicious user or hacking
- user accident or mishandling
- extended power outage
- extended network failure
- equipment failure

**Dept BCP?** - When thinking about any system downtime or disasters, if the issue is isolated to your department/ building, do you have a business continuity plan to relocate services to meet your business needs? Options include Yes or No

**Work w/ ITS?** - Would you like to work with ITS to develop a business continuity plan? Options include Yes or No

**Who?** - If you would like to work with someone from ITS, who is the best contact within your department/unit to begin working on a Business Continuity Plan?

*End of intake form*

*See below for examples of the previously reported data types (Appendix 1) and systems or applications (Appendix 2) that others use across campus.*

## Appendix 1 – Examples of Data Types Used

Academic Integrity Records	Building Management	Course and Class Management
Accident Information	Camera Recordings	Course Content
Accreditation Records	Capital Equipment Purchases	Course Enrollment
Accrual information	Case Investigation Records	Course Fees
Address	CCC2NAU Applications	Course Proposals: with syllabi
Admission Applications/ Appeals	Certification Records	Course Rosters
Admissions, student funding spreadsheets	Check Deposits	Course Schedule
Adverse childhood experiences	Check Processing	Covid Mitigation Testing Reports
Affiliate form	Citizen Survey	Covid Testing Site Reports
Age Group Info	Citizenship/immigration status	Credentialing for clinical rotation registrations
Air Force Evaluations	Civil Involvements	Credit/Debit Card Records
Air Permit Records	Class Schedules	Criminal Records
Alumni Records	Classroom Observations	Customer Account data
Analytics for program reporting	Client Clinical (Counseling) information (Diagnosis, medications, clinical narratives, etc.)	CV data
Annual competition	Clinical Data - Hospital Agents	DEA Control Info
Annual Inventory	Clinical placements	Deceased information
Annual Performance Report	Clinical Rotation preceptor data	De-identified aggregate data
Applicant information Applications	Code of Conduct violations	Department Advisory Council Meetings
Appointment Scheduler	Collaborations with other institutions/ Universities	Department Expenses
Artwork	Comments (from students and other staff/faculty)	Department Procedures/ Manuals/ Guidebooks
ASNAU Student Advising	Communication Flyers	Department Speed Chart #'s
ASU Covid Saliva Test Results	Communications from Equity & Access	Deposit Transaction Transmittals
Audit Follow Up Info	Complaint log	Dept Budget for local accounts
Authorized Driver Records	Conduct records	Dept Financial Records
Auto Insurance Info	Conflict of interest disclosures	Device Data for a security project
Award applications	Consultant Records	DFS Worksheet
Background Check Records	Content test (pre- and post-tests)	Digital Media
Bank Account Numbers	Contract Applications	Directory Information – Name, email, phone, address
Benefits Information	Contract Records	Disability Accommodation Records
Bid Submittal Requests	Contracts between the University and third-party organizations	Disability Application Review
Bike Locker Rentals	Contracts with outside vendors	Division supported applications
Bio Specimen Collections (mouth swabs)		Donor Records
Bio/Demo Data – DOB, SSN, gender, ethnicity, race, age, Tribal affiliation		Driver's License Numbers
Birth Certificates		
Boundaryless Student employee records		
Budget Records		
Building and Utility Data		

Driving Safety Data  
Drug/Alcohol Screening  
Results  
eCert Relationships  
Educator names, titles, and  
contact information  
Email Address  
Emergency Contact  
Emergency Loan Applications  
Empl IDs  
Employee Concern  
Reports/Complaints  
Employee History – hiring  
process/annual  
evaluation/ salary  
adjustment processes  
Employee Lists  
Employee Records  
Employee Relations and  
Legal documentation  
Employment Data  
Employment Status  
Engagement (e.g., event  
attendance)  
Enrollment forms  
Enrollment Information  
Enterprise Risk Management  
Information  
Equity and Access complaints  
ERI IT related files  
Evaluation research data IRB  
protected (NIH & NSF)  
Evaluations of students –  
clinical rotations  
Event Engagement Records  
Event Registration  
Exam results  
Experimental Data  
Exposure Data  
Faculty Evaluations  
Faculty MOUs  
Faculty Research  
Faculty SOE's and activities  
Faculty Transcripts  
FAFSA  
Field Trips – Allergies  
Financial Aid Data  
Financial Aid Draw Downs

Financial charges to PS  
Financial Records  
Financial Reports  
Fingerprint Clearance  
Records  
Fleet Request form  
Floor plans and footage  
Foreign Vendor Wires  
Forest Data  
Foundation Accounts  
Foundation Reimbursements  
GA Applications  
General Research Data  
Geospatial data  
Government Issued Identity  
Documents  
GPA  
GPS Tracking  
Grades  
Graduate Applications  
Graduation Records  
Grant Applications Proposals  
Grant Proposals  
Grievances  
Hard Copy files  
Hazardous Waste Records  
Health Data/Medical Records  
Health history forms  
HealthCheck Data  
HIPAA  
Hiring Paperwork  
Human Research  
Applications  
Human Research Subjects  
Data  
I-9 forms/DL numbers,  
Passport numbers  
ID photos  
Identity validation keys  
IDT/IPT/IST – Inter  
Department/Payroll/  
Service Transfers  
Immunization Records  
Implementation logs  
In Person Records  
Inclusion Zone Training,  
Transparency Zone,

Unconscious Bias Training,  
Dream Zone Training  
Income  
Information controlled by US  
federal export control  
laws that affect the  
manufacturing, sales and  
distribution of technology  
International Traffic in Arms  
Regulations (ITAR) &  
Export Administration  
Regulations (EAR)"  
Injury Reports  
Institutional health training  
Insurance Accountability  
Internal Business Process  
Data  
Internship Applications  
Interview Room  
Interviews  
Inventory Data  
IPEDS Data  
IRB protected evaluation  
data for NSF and NIH  
funded programs (many  
types of information- too  
much to list)  
Jacks Card/ Credit/Debit Card  
transactions  
Jacks Debit Express (POS  
system)  
Job Applications  
Lab Data – High Security Data  
Lab Data – Low Security Data  
Lactation Room Records  
Lawsuits  
Legal Research  
Legal/Litigation Records  
Lenel Records  
Library patron records  
License Plate Recognition  
LiDAR and Climate data  
Mail/Package Information  
Media Files  
Medical Records  
Medical/ADA  
accommodations

Medicare and Insurance  
Cards  
Medications, Allergies  
Military Affiliation  
Military status  
Motor Vehicle Records  
MOUs with School districts  
Moving Violation Citations  
MS4 Permit Records  
Name History  
NAUID/Empl  
NAUPD Confidential Records  
NPDES Permit Records  
Off Campus ~Housing  
Website  
Onboarding ID's/ Hiring  
Paperwork  
Outreach – Arizona Cancer  
Center  
Packet Captures  
Panhellenic Recruitment  
Parent Data  
Parking Appeals  
Parking Citations  
Passport Numbers  
Passport Transmittals  
Patient Records  
Payroll Data/W-2 Data  
P-Card Records  
PCI Training Compliance  
Peer Mentor Records  
Personal Email Accounts  
Personal Health information  
Personal Phone Numbers  
Personnel Records  
Photographs  
Plan Proposals: also include  
PALC proposals, ABOR  
proposals, etc.  
Postsecondary enrollment  
data  
Practicum Lab Records  
Pre-published Research Data  
Presentations/ Poster  
Sessions/ Articles  
Presidential Fellowship  
Admission Records  
Previous drug use info

Production Notes  
Program Applications  
Program Review and Analysis  
Program Stats and Analytics  
Project documents  
Prop 300 (Driver's License,  
Birth Certificate, Passport,  
etc.)  
Proposals  
Public Data Sets  
Publication Library  
Publications  
Purchase Records  
RA Training Course  
Radiation Permit Records  
Railroad siding data  
Rental Agreements  
Research Data  
Research/Grant proposals  
Research/Outreach data  
Residence Hall Room Tours  
Residency Records  
Resumes and Curriculum  
Vitae  
Reverse transfer status  
Safe Zone Trainings  
Safety Compliance and  
Training Records  
Salaries  
Schedule of Classes  
Scheduling  
Scholarship Applications  
Sealed bids prior to  
purchasing awards and  
contracts  
Security Incident Reports  
Shared Passwords  
SOX (Sarbanes Oxley Act)  
Sports Physical (height,  
weight, etc.)  
Staff Conference  
Registrations  
Staff Evaluations  
Staff pc backups  
State Appropriations  
State Risk Claims  
Stipend Applications

Stockroom  
Transactions/Sales of  
research items.  
Stories for Public  
Consumption – Research  
being done for stories"  
Student Academic records  
Student Action Plans  
Student Complaints –  
Sensitive communications  
from students  
Student Employee  
Evaluations  
Student immunizations  
records  
Student information for  
Pathway programs  
Student Internship  
Applications  
Student placement records  
Student Records  
Student/ Academic/  
Disciplinary Complaints  
Subpoena Records  
Survey and interview data  
Symposium Registration and  
Voting  
Taxpayer ID (TIN)  
Telehealth sessions  
Test Scores (ACT/SAT)  
Theory Placement Exams  
Timesheets  
Transcripts  
Travel Reimbursements  
Tribal affiliation  
Tuition Reimbursement  
Checks  
UIDs  
University Vehicle Records  
Vendor Information  
Veteran Education Benefit  
Verification  
Veteran Status  
Video/Audio Files  
Videos for fire monitoring  
Virtual Audition  
Volunteer Records  
Waiver Forms



Web service  
Weekly Tutoring Program –  
Partnering Program Intake  
referrals  
Work Force Planning  
Documents  
Worker Comp Records

## Appendix 2 – System or Application Examples Used

***\*Please note, not all systems listed below are supported/managed by NAU ITS or have enterprise licensing.***

Academic Analytics	ASIS	Bonsai
Academic Catalog	Aspera Server	Box
Academic Works	Astra	Box Assigner
ACCEPTd	ASU Box	BrightSign
Access Database	ASU Servers	Buffer
AccuData Alumni Finder	ATA ABOR Reports	Bus Genius
A-Check Global	ATCAS – Athletic Therapy Central Application Service	CAD
ACJIS/NCIC	AutoCad	CAEP AIMS System
ACOTE Portal	Axon	Calendly
Adams Server	AZ PNP (Board of Pharmacy)	CALIPSO
Adobe Creative Cloud	AZ Transfer/ ACETS – Transfer Credit Articulation	Campus Director
Adobe spark Free account	AZPoint	Canva
Advisor Assignment tool	BAM	CASPA
Aetna (web based)	Banner	CaterTrax
AFIS	Base Camp	Cayuse
Agresso	BbLearn	CCC Storage
Air Force Systems	BCC Mailing List Cleaning Software	CCIMM
Aleks	BEAST	Centralized Application Service (CSDCAS System)
Alerton Compass	BIO 643 and PMI1 Servers	CEW Light Board
Alma	BioRaft	CIE Application Process
Alumni Sync	Bitly	CITI
Amazon Web Services	Blackbaud	Civitas
AnaPlan	Bloomberg Terminal	Clinic Note
AOTA Membership	Blue Beam	ClockWork
APEA	Blue Cross Blue Shield	Coded locking system, Omni Locks
Applied Biosystems QuantStudio	Blumen	CollegeNet
ApplyWeb/ CollegeNet	Bongo - YouSeeU	Compansol Blumen-Bot
Appointment Scheduler		CONNECT
Arizona ADOA ASEDRA Authorized Driver Registry		ContentDM
ARMS		Continuing Education Server

CORE	Engage - True Blue Connects	ICE - Integrated Clinical
CourseDog	Enterprise Reporting	Experience
Credit Card Terminal	Equifax	iLLiad
CSTIMS	eValue	IM Leagues
Custom Developed	Event Brite	ImageScope
Applications (managed	Event Management System	iModules
through ITS)	(EMS)	IMPLAN
CyberSource	Events2HVAC	INAU
Data Analysis Programs -	EverFi Training System	Informatica
SPSS, SAS, R	ExamSoft	Instagram
Data Warehouse	External Hard Drive	Interfolio
Dean's Office files	External Windows File	InVidia Interview Room
Dentrix/Dexis	Sharing (NAUShares)	Recording Software
Dept of Ed G5 Draw Down	EXXAT	IPS Parking Meters
System	EZProxy	IRA
Dept Server	Facebook	IRBNet
Dept/ITS Server	Facilis Server	Iris
Digital Ocean	Facility Services Ticketing	Jacks Planner
Digital Storefront	System	Jacks Scheduler
Digital	Faculty 180	Jan
Diplomatic	FEVO	Jefferson Server (RedCAP)
Disk Drives (External)	FHI 360	JPAS
DNA_Star_LaserGene_Suite	Fieldprint	Jupyter Notebook
Do Sports Easy (DSE)	Filemaker Pro	Kalos/Propharm
DOD Web Portal	FirstData FD1030 Terminals	Kaltura
DoDMERB – Medical Entry	Flash Drive	Kaplan
Review Board	Foundation Donor Gifts	KeePass
Doodle Polls	portal	Konica Minolta copiers/fax
Dropbox (personal)	Fundraiser Performance	KwikTag
Dropbox for Business (NAU	Management (FPM)	Legal Files
Managed)	Fusion	Lenel Onguard
Duncan/ Law Enforcement	GeneMarker	Lifter LMS
System	GeneTec	Lighting Studio
EAB	GitHub	Local computers
eBusiness	Gmail (NAU)	Lucid
EC Admin Page	Gmail (NOT managed by	Lynx – 25Live, course
eCert Website	NAU)	scheduling software
ECheckup Marijuana	Golden	Mail Chimp
eCivis	Google Drive (NAU managed)	Marching Order
EFI Command Workstation	Google Drive (Personal	Marketing Cloud
eGGRT	account, NOT managed by	MatterPort
E-Grants (ADOT)	NAU)	Maxient
E-Grants (AmeriCorps)	Google Form	McGraw Hill
El-Star	GraphPad PRISM	Medisoft
Email (NAU)	Handshake	MEDSIS
Emma	Hard Copy Files	Mega
EndNote	HCM Service Now Module	Mentor Matching
Energy Cap	HireXpress	Microsoft Office Suite

Microsoft Teams	Patroller	SharePoint (NOT managed by NAU)
Mongo DB	Paup	ShiftBoard
Monsoon	Pearson	Side Arm Sports
Moodle	PeopleSoft	Signal Vine
My Clinical Exchange	Physio U	Simucase
MyDEQ	PIE Student System	Skyfactor
Myers Briggs	Pins key store	Skype
NAH/Cerner	Pivotal Tracker	Slack
National Student Clearinghouse	Playbox	SLEIS
NAU Card Reader System	PMWeb	SoapUI
NAU Data Warehouses	Point N Click	Social Media Accounts
NAU Directory	Post N Track	Splunk
NAU Foundation Ellucian Advance	Postman	Spreadsheets
NAU Web Application	Power BI	SqBix
NAUShares	Power Details	SQL Developer
NBCOT OTKE	Power DMS	Starchive
NCAA Student Portal	PrintSmith Vision	StarRez
NEOPOST processing program	Priority Enrollment	State DES
New Teacher Portal	PTCAS – Physical Therapy & Central Application Service	Sterling Gateway
NVivo	Python	Store Front
Off Campus Listing Application	Qualtrics	Student Access Database
Office Server, Computer, or Disk Drive (NOT managed by ITS)	R	Student Success Advisor Assigner
OnBase	R Studio	Suitable
OnCorps	Records Management System	Sunapsis
OneDrive for Business	REDCap	SuperFanU
OneDrive (personal, NOT managed by NAU)	Reftab	Survey Monkey
Online Birth Control Class	Ride Systems	T2
OnTrack	Rising Software	Tableau
Onyx	RNL Engage	Terra Dotta
Open Water	Road Map	TFS
OpenText TeleForm	Rockwell	The Learning Portal
Origami State Risk Software	Rosh Review	Therapy Ed
OTCAS	SAIG – Student Aid Internet Gateway	TherapyNotes
Outside Collection Agencies	Salesforce	Time2Track
OverLeaf	SAS	Title II Reporting System
Paciolan/TicketsWest	Satori/BCC	TMA
PACKRAT	Schlege Software	TouchNet
PAEA Exam Driver	ScreenU	Touchpoint
ParkMobile	Select Survey	Trello
PastPerfect Museum Database	Seon Camera System	TRiO Westop Web Portal
	Sequencher	True Screen
	ServiceNow	TrueBlue Connects
	SharePoint	TutorTrac
		Twitter
		Typhon
		ULifeLine

Umbraco  
UniBuddy  
United Way  
US Census Bureau  
VA ONCE  
Vault  
VDesk  
Vertere Inventory Software  
Video Cloud Server  
Virtual Job Shadow  
Visual Traffic  
WaitWhile  
Web Assign  
Web Works  
Webclock  
WebFU  
Wells Fargo Website  
West Law  
Western Union  
WhenToWork  
Widen  
WordPress  
WorkFront  
Xcalibur Scribe  
YouTube  
Zoom