

<b>COMMONWEALTH OFFICE OF TECHNOLOGY</b> <b>Office of the Chief Information Officer Enterprise Policy (CIO)</b>		Page 1 of 1
<b>CIO-115: Physical and Environmental Protection Policy</b>		
<b>EFFECTIVE DATE:</b> 07/16/2019	<b>REVISED:</b> 10/14/2021 12/28/2023	<b>REVIEWED:</b> 10/14/2021 12/28/2023

## **I. PURPOSE**

This policy establishes controls related to Physical and Environmental Protection. The policy provides guidance in decision-making and practices that optimize resources, mitigate risk, and maximize return on investment.

## **II. POLICY**

The Commonwealth Office of Technology (COT) and other participating agencies with IT systems in the Commonwealth's infrastructure shall develop plans and procedures to grant, control, and monitor physical access to information resource facilities. The agencies shall adhere to, at a minimum, the moderate-level access control standards outlined in the NIST Special Publication 800-53 Rev 5 Physical and Environmental Protection (PE) control family, in accordance with CIO-091 Enterprise Information Security Program Policy. For details on COT-approved controls, refer to the Office of the Chief Information Security Officer's (CISO) ENT-201 Enterprise Security Controls and Best Practices (ENT-201) found at the bottom of the main COT Enterprise IT Policies webpage.

Agencies may request exceptions to this policy by submitting a security exemption request through ServiceNow. The CISO will consider requests on a case-by-case basis.

## **III. CORRECTIVE OR DISCIPLINARY ACTION**

Each agency shall ensure that all relevant staff within their organizational authority are aware of and comply with this policy. The agency is responsible for enforcing it. Unauthorized and/or neglectful actions regarding this policy may result in disciplinary action up to and including dismissal. COT may require additional service charges for remediation efforts due to non-compliance with this policy.

## **IV. APPLICABILITY**

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. This includes employees, contractors, consultants, temporaries, volunteers, and other workers within state government. Organizations may modify this policy to fulfill their responsibilities but must obtain approval through an exception request. Staff should refer to their internal policy that may have additional information or clarification.

## **V. REFERENCES**

Helpful references can be found on the Enterprise IT Policies webpage.