



# Document Management Matrix

Data Categories →	FERPA <i>Data Examples:</i> • Grades • Class Rosters • KSU Student ID's • KSU Student NetId and Email Address	Confidential Information <i>Data Examples:</i> • Social Security Numbers • Driver's License Numbers • Banking Account Information • Credit/Debit Card Numbers • Passwords (unencrypted) • Identifiable Medical Info • Visa and Passport Info	Public Information <i>Data Examples:</i> • Publicly available published research • System configuration and log file • Emergency plan	Protected Research <i>Data Examples:</i> • Sensitive research data • Restricted intellectual property • Research with contractual security requirements	Unrestricted <i>Data Examples:</i> • Campus Maps • Class Schedules • Policies • University Press Releases • Employee KSU IDs
Available Services ↓					
OneDrive	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
SharePoint	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
Teams	✓	✗	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
DocuSign	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓
Shared Network Drives (I, M)	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓	⚠ <i>Restricted Access. Consult KSU Service Desk</i>	✓

✓ Information can be stored using this service.

✗ Information can NOT be stored using this service.

⚠ This service has restricted access. Consult the KSU Service Desk.

Additional Questions?  
Contact the Service Desk at 470-578-6999 or [service@kennesaw.edu](mailto:service@kennesaw.edu)