

Appendix F: The Classified Information Request System

Part I: Purpose

1. Defines the process for requesting classified information from the Engineering Society
2. Classified information, its governance, and appropriate definitions can be seen in By-Law 20 and By-Law 21

Part II: The Classified Information Request System

3. All requests of classified information must be submitted using the Engineering Society Classified Information Request form. This form shall contain:
 - a) An introduction mentioning the Engineering Society's policy for information technology
 - b) A section for the requestor to outline the nature of the classified documents, and the reason for their request
 - c) Selection boxes for the preferred method of access. Methods of access include a hard copy, or a viewing during the VPSA's office hours. Note that hard copies may only be distributed to the requestor if the requestor is the subject of the classified information.
 - d) Sections for the name, mailing address, phone number, and email of the requestor
 - e) A section for the requestor's signature and date of signing
 - f) A statement to the effect of "All classified information received or viewed may not be copied or distributed to any other third parties. These documents may only be reviewed by the requestor, the collector and the VPSA of the Engineering Society."
 - g) Selection boxes for the Approval or Rejection of the request
 - h) A section for the signature and date of signing of the Approver or Rejecter
- 2: Completed forms will be considered classified documents, and will be stored, tracked, and destroyed in accordance to the applicable By-Laws.
- 3: Classified Document Request Forms will be stored for the maximum allowed time before destruction.
4. The Classified Document Request Form template shall be available both from the Engineering Society Office and on the Engineering Society website.