

# University of North Texas

## CAD/GIS/Data Information Request

Faculty/Staff using University **Internal Access Facilities Data** or **Limited Access Facilities Data** are required to complete a **Facilities Data Security Agreement**.

Requests for CAD/GIS/PDF files for student projects must come from the faculty member making the assignment, with security agreement on file. The CAD/GIS or PDF file would be then released to said faculty member.

Request for CAD/GIS/PDF files from outside sources are granted only for ongoing projects with the approval of UNT project manager.

Requests for Facilities Data Access are granted by Facilities Information Management System Manager – Patti McGee (phone number: 940-369-7383 fax number: 940-565-4650, email: [patti.mcgee@unt.edu](mailto:patti.mcgee@unt.edu) )

### Definitions:

**Graphic Data:** primarily campus maps (GIS files) and architectural and engineering drawings (CADD files)

**Text data:** primarily the inventory of buildings, rooms and infrastructure items and their details, information about operating data and about construction/maintenance projects.

**GIS:** Geographic Information System

**CAD:** Computer Aided Design

**PDF:** Portable Document Format

**FIMS:** Facilities Inventory Management System

CAD/GIS data, in native, alterable format, will be released to group or organization on case-by-case basis when the following conditions are met:

1. UNT is notified (and approves) a project where the CAD/GIS data is required.
2. UNT will verify that the person using the CAD/GIS data has enough relevant expertise and knowledge of UNT standards to use the data effectively.
3. UNT appoints a project manager to oversee the project. This oversight will consist of:
  - Periodic project status reports from the person/unit who has been given the CAD/GIS data.
  - Final receipt of the final updated CAD/GIS data and other products based on the original files. Documents describing as-built conditions should be submitted to UNT after substantial completion of any project.
4. Any UNT faculty or staff using CAD/GIS data will be asked to complete a **Facilities Data Security Agreement** and must understand and abide by all rules specified in that agreement.