

## **Attachment 1**

### **Security Guidelines for the NYS Education Department Office of Accountability**

1. Staff of NYSED and of vendors working with Office of Accountability (OA) who are responsible for transporting, receiving, or handling secure test materials or confidential data, distributing such materials to consultants, work groups, and committees, and/or coordinating and overseeing related activities with consultants must be provided appropriate guidance in order to convey the importance of maintaining the security of materials.
2. Vendors must discuss with their NYSED contact person and receive prior approval of arrangements for delivery and storage of secure materials to locations other than NYSED or the vendor's place of business.
3. Vendors must make arrangements for the secure destruction of any secure materials used during the contract process of which they wish to dispose.
4. Secure materials may never be emailed or faxed. If there appears to be a compelling reason to do so, prior approval must be obtained in writing from OA.
5. All staff or consultants who review secure materials must sign a Non-Disclosure Agreement to be provided by NYSED.