

1 09 NCAC 06D .0102 is proposed for adoption as follows:

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3 **09 NCAC 06D .0102 DATA REQUEST PROCESS**

4 (a) In order to initiate a Request for a Report from the System, a Requestor must complete an Education  
5 Longitudinal Data System Report Request Form located at: <https://it.nc.gov/services/nc-gdac>. The Requestor  
6 shall submit the form through the website if submission is available online, by emailing it to  
7 [gdacadmin@nc.gov](mailto:gdacadmin@nc.gov), or by mailing a hard copy to the following address: Government Data Analytics Center,  
8 4101 Mail Service Center, Raleigh, NC 27699-4101.

9 (b) The Requestor shall include, at a minimum, the following information in the Request form:

- 10 (1) the name of the Requestor individual and his or her contact information;  
11 (2) the name of the organization for whom Requestor is making the Request on behalf of, if applicable;  
12 (3) whether or not the Requestor, or the organization the Requestor is making the Request on behalf of, is  
13 considered a public official as defined under 20 C.F.R. § 603.2(d);  
14 (4) the categories or types of Data needed to generate the Reports being requested, e.g., data pertaining to  
15 students who graduated high school in 2013 who were students in the University of North Carolina  
16 School System in 2014;  
17 (5) the purposes for which the Requestor will utilize the Reports; and  
18 (6) to whom or in what medium the Requestor plans to publish research based on or interpretations of the  
19 Report.

20 (c) Requestors who receive data shall:

- 21 (1) store Reports on servers or media utilizing safeguards based on nationally accepted standards,  
22 including those published by the National Institute of Standards and Technology (NIST);  
23 (2) comply with all Applicable Law and the Requestor data sharing agreement in storing and using the  
24 Reports, if applicable; and  
25 (3) use a data destruction policy based on nationally accepted standards, including NIST standards, to  
26 destroy the Report after it has served the Requestor's stated purpose if the Report contains de-  
27 identified but not aggregated workforce data from the Division of Employment Security.

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29 *History Note: Authority G.S. 143B-1321(a)(16); 116E-4(b)*