



## Nevada Department of Transportation (NDOT) Data Sharing Agreement Guide

### Purpose

This Guide helps the internal NDOT User determine if a data sharing agreement is needed.

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NDOT data is classified into three levels:

- Level 1 – Public: This data is available to everyone, both internal and external to NDOT.
- Level 2 – Sensitive: This data is available only to NDOT personnel.
- Level 3 – Restricted: This data is only available to specific, need to know, NDOT personnel.

NDOT data includes both structured and unstructured formats. Structured data is typically found in tables of a database format and are stored in a consistent manner or data model.

Unstructured data is often referred to as Records, and examples include emails, social media posts, videos, images, and documents in various formats.

***Data Sharing Agreements are required when sharing non-public structured data, meaning sharing structured Level 2 or 3 data, and either of these conditions is true:***

1. If a Service Agreement or other legal contract exists and the requested data is outside the scope identified in the existing Service Agreement or other legal contract.
2. If no Service Agreement or other legal contract exists or is required, and the requested data sharing is with a non-NDOT agency.

For information about NDOT's data management standards, refer to these policies:

- [Data Governance Policy](#)
- [NDOT IT Standards Document](#)
- [Cloud Technology Policy v3.0](#)
- [Data Classification Policy v1.0](#)
- [TP 1-3-14 Technology Use Policy](#)
- [TP 1-3-15 Mobile Device Policy](#)

For all unstructured data records, NDOT staff must comply with the NDOT Records Management Program Policy and Procedures Manual, in addition to the data management standards listed above. Direct questions regarding sharing of unstructured data records to the NDOT Public Records and Records Management office: [publicrecordsreq@dot.nv.gov](mailto:publicrecordsreq@dot.nv.gov) or 774-888-7437.

Follow this link to access the NDOT Data Sharing Agreement template on the Enterprise Data and Analytics Program (EDAP) SharePoint Site: [NDOT Sensitive and Restricted Structured Data Sharing Agreement Template v3.0 01072025.docx](#).



For questions regarding this Guide, please contact the **NDOT Data Management Office (DMO)**, [dmo@dot.nv.gov](mailto:dmo@dot.nv.gov).