



POLICY STATEMENT 125-ST-1 INFORMATION TECHNOLOGY ASSET CLASSIFICATION

POLICY DIGEST

Monitoring Unit: Office of Information Technology

Initially Issued: January 6, 2023

Last Revised: January 6, 2023

I. PURPOSE

As an institution of higher education, Louisiana State University at Eunice (“University” or “LSU Eunice”) is charged with maintaining systems and data for administrative, academic, and research purposes. The Information Technology (IT) assets hosting the data are critical to the mission of the University, and such assets must be managed with a formalized IT Asset Management policy.

A major element of protecting the University’s information systems is ensuring that IT assets are properly classified. The purpose of this standard is to describes steps needed to be taken for classification of IT assets.

II. DEFINITIONS

Asset. A resource, process, product, information infrastructure, etc. whose loss or compromise could intangibly affect its integrity, availability, or confidentiality or it could have a tangible dollar value. The loss or compromise of an asset could also affect LSU Eunice’s ability to continue business.

Data. Any information residing on the University IT Infrastructure or held on any other IT Infrastructure on behalf of the University. This data includes files, documents, messages in any format, including e-mail messages and posts made on any Social Media sites maintained by/for the University or its units. All data created and/or maintained by a User is also subject to this Policy, even if the data is created and/or stored on the User’s own personal computer, smartphone, or other personal device.

IT Asset. For the purpose of these policies, IT Asset is a subset of Asset and specifically refers to hardware (laptops, desktops, servers/virtual servers, external storage devices, mobile devices, etc.) utilized to store, process, access, and/or handle Data.

User. Any individual or entity that utilizes an asset. A user can be an individual, application, information system, network, etc.

III. STANDARDS

- A. Departments, Units, and/or Users of the IT asset must evaluate the classification of data that is stored, processed, access, and/or handled on the device and classify the asset

41 with the same classification. Information related to data classification can be found in
42 PS-124-ST-1.

43 B. Departments and Units must establish processes and procedures to inform users of the
44 classification of IT assets.

45 C. LSU Eunice must establish technical, administrative, and physical controls to protect IT
46 assets in relation to the classification of said asset. This includes, but not limited to,

47 1. Storage of assets

48 2. Physical security of assets

49 3. Encryption of IT asset

50 4. Security updates of IT asset

51 **IV. REVISION HISTORY**

Version	Date	Change Description	Edited By
0.1	07/18/2022	Initial Draft	OIT

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