



POLICY STATEMENT 125-ST-2
INFORMATION TECHNOLOGY INVENTORY MANAGEMENT

POLICY DIGEST

Monitoring Unit: Office of Information Technology
Initially Issued: January 6, 2023
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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 IT assets is ensuring proper inventory management. The purpose of this standard is to describe processes and procedures that need to be implemented for IT inventory management at LSU Eunice.

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 that have computer and storage capabilities (e.g., laptops, desktops, servers/virtual servers, mobile devices, etc.) and is 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. LSU Eunice must establish processes and procedures to maintain inventory of IT assets.
- B. IT Assets must have a relevant inventory tag which is recorded and tracked by the

- 41 department to whom the asset belongs.
- 42 C. LSU Eunice must establish an inventory management system which documents relevant
43 information related to an asset including, but not limited to,
- 44 1. Asset owner
 - 45 2. Asset custodian
 - 46 3. Asset assignee
 - 47 4. Asset tag
 - 48 5. Asset classification
 - 49 6. Department/Unit
 - 50 7. Asset location
 - 51 8. Purchase/Acquisition date
- 52 D. LSU Eunice must establish processes and procedures if an IT asset will be located off-
53 campus permanently/temporarily.
- 54 E. LSU Eunice must establish processes and procedures for reporting lost/stolen IT assets.
- 55 1. Users assigned an IT asset must report any lost/stolen asset immediately to law
56 enforcement, as well as follow LSU Eunice processes and procedures for reporting
57 such assets.
- 58 F. Any IT asset being decommissioned must comply with data management policies and
59 standards. Processes and procedures for asset deprovisioning must also be followed.
- 60 G. Departments/Units must establish processes and procedures to provide appropriate user
61 support services for IT assets under their purview.
- 62 H. Any IT asset that is determined to be a critical system must have a documented Disaster
63 Recovery and Business Continuity plan associated with it. The plan must be tested on a
64 regular basis.

65 **IV. REVISION HISTORY**

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

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