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3 **POLICY STATEMENT 125-ST-4**
4 **INFORMATION TECHNOLOGY ASSET PROVISIONING AND DEPROVISIONING**

5 **POLICY DIGEST**

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7 **Monitoring Unit: Office of Information Technology**
8 **Initially Issued: January 6, 2023**
9 **Last Revised: January 6, 2023**

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13 **I. PURPOSE**

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

18 A major element of protecting the data entrusted to the University is to have appropriate practices
19 and procedures in place related to provisioning and deprovisioning of assets. The purpose of this
20 standard is to describe security processes and procedures needed for IT asset provisioning and
21 deprovisioning.

22 **II. DEFINITIONS**

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

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

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

36 **Operating System.** A computer program, implemented in either software or firmware, which acts
37 as an intermediary between users of a computer and the computer hardware.

38 **Principle of least privilege.** Access is designed so that each entity is granted the minimum
39 system resources and authorizations that the entity needs to perform its function.

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

42 **III. STANDARDS**

43 A. Asset Acquisition

- 44 1. LSU Eunice IT assets must be purchased, at minimum, in alignment with established
45 hardware baseline configurations. Established procurement processes must be
46 followed for such purchases.
- 47 2. All IT assets acquired must follow established processes and procedures for IT asset
48 configuration and inventory management.

49 B. Asset provisioning

- 50 1. At provisioning, OIT is responsible for ensuring that IT assets are configured using
51 Operating System and software baselines.
- 52 2. Access to assets must be limited to asset assignee, departmental IT contacts,
53 automatic global administrator groups, and other relevant accounts/users that require
54 access to the asset. Access level must be in alignment with principles of least privilege
55 and Master Access Plan (MAP) as defined by data governance.
- 56 3. OIT must ensure that the asset is kept up to date to the established standards for
57 Operating System, software, and security patches/fixes.
- 58 4. If an asset is provisioned to a user through asset transfer processes, the user's
59 department is responsible for ensuring that inventory and configuration management
60 systems are updated appropriately.

61 C. Asset Deprovisioning

- 62 1. LSU Eunice must establish processes and procedures to deprovision an asset in a
63 manner that any data residing on the asset is not recoverable.
- 64 2. At deprovisioning, any licensed software on the device must have its licensed released
65 and/or reassigned appropriately.
- 66 3. When assets are deprovisioned, the configuration and inventory management systems
67 must be updated appropriately.
- 68 4. Asset deprovisioning for the purposes of surplus equipment must align with State of
69 Louisiana policies and procedures.

70 D. Asset Reallocation

- 71 1. When an asset is being transferred from one user to another or from one department to
72 another, asset deprovisioning processes must be followed.

73 **IV. REVISION HISTORY**

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

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