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## POLICY STATEMENT 125 INFORMATION TECHNOLOGY ASSET MANAGEMENT

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### POLICY DIGEST

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Monitoring Unit: Office of Information Technology  
Initially Issued: January 6, 2023  
Last Revised: January 6, 2023

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### I. PURPOSE

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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.

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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 describe steps needed to be taken for classification of IT assets.

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### II. DEFINITIONS

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**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.

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**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.

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**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.

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

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### III. POLICY STATEMENT

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#### A. IT Asset Classification

40 1. All IT assets under the purview of LSU Eunice must be assigned a classification level  
41 based on the classification of the data which is stored, processed, accessed, and/or  
42 handled on the IT Asset.

43 B. Inventory Management

44 1. LSU Eunice shall develop and implement processes and procedures, and where  
45 applicable procure and/or implement tools for inventory management.

46 C. Configuration Management

47 1. LSU Eunice shall develop and implement processes, procedures, and where  
48 applicable procure and/or implement tools for maintaining a record of baseline  
49 configuration of IT assets.

50 2. LSU Eunice shall develop and implement processes and procedures for change  
51 control processes that effectively manage changes to IT assets.

52 D. Asset Provisioning and Deprovisioning

53 1. LSU Eunice shall develop and implement processes and procedures for asset  
54 acquisition, provisioning, deprovisioning, and reallocation.

55 **IV. STANDARDS**

56 A. The IT asset classification standards are outlined in Standard LSU Eunice-ST-125-1.

57 B. The inventory management standards are outlined in Standard LSU Eunice-ST-125-2.

58 C. The configuration management standards are outlined in Standard LSU Eunice-ST-125-  
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60 D. The asset provisioning and deprovisioning standards are outlined in Standard LSU  
61 Eunice-ST-124-4.

62 **V. REVISION HISTORY**

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

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