



POLICY STATEMENT 125 IT ASSET MANAGEMENT

Monitoring Unit: Information Technology Services
Initially Issued: July 21, 2023

PURPOSE

As an institution of higher education, the Louisiana State University A&M Baton Rouge Campus (“University” or “LSUAM”) is charged with maintaining systems and data for administrative, academic, and research purposes. The 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.

The purpose of this policy is to define the required processes and activities involved in IT Asset Management.

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 LSUAM’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 University 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 compute 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.

POLICY STATEMENT

- A. IT Asset Classification
 - 1. All IT assets under the purview of LSUAM must be assigned a classification level based on the classification of the data which is stored, processed, accessed, and/or handled on the IT Asset.
- B. IT Asset Inventory Management
 - 1. LSUAM shall develop and implement processes and procedures, and where applicable procure and/or implement tools for inventory management.
- C. Configuration Management
 - 1. LSUAM shall develop and implement processes, procedures, and where applicable procure and/or implement tools for maintaining a record of baseline configuration of IT assets.
 - 2. LSUAM shall develop and implement processes and procedures for change control processes that effectively manage changes to IT assets.
- D. Asset Provisioning and Deprovisioning
 - 1. LSUAM shall develop and implement processes and procedures for asset acquisition, provisioning, deprovisioning, and reallocation.

STANDARDS

- A. [The IT asset classification standards are outlined in Standard PS-125-ST-1.](#)
- B. [The IT asset inventory management standards are outlined in Standard PS-125-ST-2.](#)
- C. [The configuration management standards are outlined in Standard PS-125-ST-3.](#)
- D. [The asset provisioning and deprovisioning standards are outlined in Standard PS-125-ST-4.](#)

EXCEPTIONS AND NON-COMPLIANCE

- Please refer PS-120-ST-4 for additional information related to exceptions.
- Please refer PS-120 for additional information related to Policies and Standards non-compliance.

REVISION HISTORY

Version	Date	Change Description	Edited By
0.1	7/21/2023	Initial Draft	Information Technology Services