
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

IT Asset Management: *IT Asset Control*

In accordance with the [COV ITRM 501-01](#), IT asset control must be commensurate with sensitivity and risk and policies and procedures applied accordingly.

Commonwealth of Virginia policies and procedures for asset management are already a requirement and the System Office and Colleges may have an individual assigned to this duty for overall asset management. At SVCC Mr. Peter Hunt VP of Finance and Administrative Services is tasked with this responsibility (See section 4.4, SVCC Faculty/Staff Handbook). A list of all SVCC hardware and software assets will be maintained and reviewed annually. The following are general guidelines that enhance the general asset management process. SVCC IT personnel maintain their own records; especially those components that are associated with the Business Impact Analysis and Risk Assessment processes. The System Office or college should ensure IT asset management is a component of the current asset management program or take measures to assign an individual to perform this duty. At SVCC, the bookstore managers are tasked with this responsibility. Access to IT asset inventory records should be restricted to a need-to-know basis. SVCC IT employees may be of assistance when an IT asset inventory is conducted since some components are difficult to identify if included within a larger system. This function falls under the responsibility of the employee currently assigned for overall asset management.

Requirement

The System Office and college must have a policy in place that indicates if IT assets may be removed from the premises and identify the controls over such removal. This should include a form that is completed and signed by the requesting individual and approved by the supervisor or other authority as deemed necessary by the System Office or college. An example equipment check out form is included at the end of this standard; colleges may create their own forms as long as compliance is maintained. SVCC indicates that if IT assets are removed from the premises the following control will be exercised. The SVCC Equipment Checkout Record form must be completed and signed by the requesting individual and approved by the supervisor or other authority as deemed necessary by the College. Equipment Check Out form (Attachment J 1.1)

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Requirement

The System Office and college must have a policy in place that indicates if personal IT assets are allowed on the premises and identify the controls over such allowance. SVCC specifies that personal IT assets (assets not owned by COV) may be allowed on the premises. These devices include, but are not limited to, laptop computers, USB drives, PDA's, cell phones, digital music players owned by employees, contractors, and students. These devices collectively referred to as mobile storage media may not be connected to any COV system. Also, data owned by the COV may not be stored on these devices.

Requirement

The VCCS and individual college must have a detailed standard and procedure in place to comply with the [*Removal of Commonwealth Data from Surplus Computer Hard Drives and Electronic Media Standard \(ITRM Standard SEC2003-02.1\)*](#). The standard and procedure should list the detailed steps to be taken by all applicable personnel including the IT asset management employee, technicians, and similar personnel. If removal equipment or software is utilized, specific instructions should be provided for all personnel. This requirement is addressed in the IT Asset Management: *IT Asset Control, Procedure for removal of data from surplus computer hard drives and electronic media* document. (Attachment J 1.1)