Policy Title: Information System Component Inventory

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 508 (2014) Information System Component Inventory

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

An accurate and frequently updated inventory of information system components is vital to maintain the integrity and security of the University information system.

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Purpose

This control is intended to establish the policy and procedures for providing, maintaining, and updating an inventory of the University’s information system components.

Requirements

NSU develops, documents, and maintains an inventory of information system components that:

1. Accurately reflects the current information system;
2. Is consistent with the authorization boundary of the information system;
3. Is at the level of granularity deemed necessary for tracking and reporting;
4. Includes University-defined information deemed necessary to achieve effective property accountability; and
5. Is available for review and audit by designated University officials.

Supplemental Guidance: Information deemed to be necessary by the University to achieve effective property accountability can include, for example, hardware inventory specifications (manufacturer, type, model, serial number, physical location), software license information, information system/component owner, and for a networked component/device, the machine name and network address.

Control Enhancements for Sensitive Systems:

1. NSU updates the inventory of information system components as an integral part of component installations, removals, and information system updates.
2. NSU includes in property accountability information for information system components, a means for identifying by Data owners, System owners, and System admins, responsible for administering those components.
3. NSU verifies that all components within the authorization boundary of the information system are either inventoried as a part of the system or recognized by another system as a component within that system.
4. NSU includes assessed component configurations and any approved deviations to current deployed configurations in the information system component inventory.
Enhancement Supplemental Guidance: This control enhancement focuses on the configuration settings established by the University for its information system components, the specific information system components that have been assessed to determine compliance with the required configuration settings, and any approved deviations from established configuration settings in the deployed information system components.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
ADMINISTRATIVE POLICY # 32 – 8 – 508 (2014) Information System Component Inventory

- Supersedes (previous policy): OIT 62.8.508 Information System Component Inventory

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard