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Applicability: All DDSN Employees (NEW)

PURPOSE

The purpose of the Asset Management Policy is to define the basis for developing an inventory of assets that support DDSN. Compiling an inventory of assets is important for judging the relative value and importance of agency assets. Based on this information, DDSN shall provide appropriate levels of protection.

I. ACCESS IDENTIFICATION

1. Information System Component Inventory (CM 8)

DDSN shall document and maintain inventories of the important assets associated with each information system. Asset inventories shall include a unique system name, a system/business owner, a data classification, and a description of the location of the asset.

Examples of assets associated with information systems are:

- **Information assets:** databases and data files, system documentation, user manuals, training material, operational procedures, disaster recovery plans, archived information;

DISTRICT I

DISTRICT II

- **Software assets:** application software, system software, development tools and utilities;
- **Physical assets:** physical equipment (e.g., processors, monitors, laptops, portable devices, tablets, smartphones), communication equipment (e.g., routers, servers), magnetic media (e.g., tapes and disks).
- **Services:** computing and communications services.

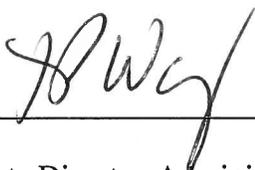
Access to DDSN assets shall be requested via a formal registration process that requires user acknowledgement of all rules and regulations pertinent to the asset.

DDSN shall periodically revalidate the asset to ensure that it is classified appropriately and that the safeguards remain valid and operative.

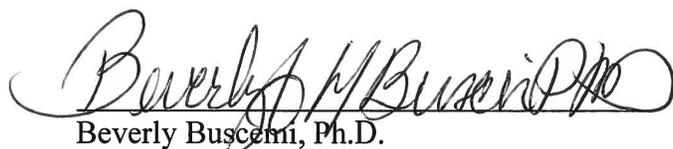
2. Security Impact Analysis (CM 4)

- DDSN shall classify assets into the data classification types in the State of South Carolina Data Classification Schema.
- DDSN shall ensure that each asset is classified based on data classification type and impact level, and the appropriate level of information security safeguards are available and in place.

Guidance: NIST SP 800-53 Revision 4: CM 4 Security Impact Analysis
NIST SP 800-53 Revision 4: CM 8 Information System Component Inventory



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To access any Guidance references, please see the attached link at:
<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53Ar4.pdf>