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Section 3: Asset Management

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Asset management in the context of information security is the identification and categorization of information and systems based upon predefined criteria, which generally includes data risk, contractual, and regulatory requirements. Classification levels will define the control environment including handling and labeling standards.

Goals of Section 2: Asset Management

- Assign specific responsibilities to data stewards and data custodians.
- Establish data classification levels
- Ensure that the City maintains an accurate information asset inventory
- Ensure development of appropriate handling standards for each classification.

Asset Management Policy Index

3.1. Information Ownership

3.3. Information Classification Policy

3.3. Inventory of Information System Assets

3.4. Information Classification Handling and Labeling Requirements

3.1. Information Ownership

3.1.1. All information assets and systems must have an assigned owner.

3.1.3. The Enterprise IT Security Specialist will maintain an inventory of information asset ownership.

3.1.3. Owners are required to classify information and information systems in accordance with the City classification guidelines.

3.1.4. Owners must authorize internal information access, information system access and permissions.

3.1.5. Owners must review and reauthorize access rights and permissions on an annual basis.

3.1.6. Assurance of controls is the responsibility of the Enterprise IT Security Specialist; however, accountability will remain with the owner of the asset.

3.3. Information Classification Policy

3.3.1. The City will use a three-tiered data classification schema consisting of High Risk, Medium Risk, and Low Risk.

3.3.3. Criteria for each classification level is subject to approval by the City Clerk and City Attorney.

3.3.3. The criteria for each level will be maintained by and available from the Enterprise IT Security Specialist.

3.3.4. All information will be associated with one of the three data classifications. It is the responsibility of data owners to classify data.

3.3.5. Information systems containing information from multiple classification levels require security in accordance with the highest classification level.

3.3.6. Data classification will remain in force regardless of the location or state of the data at any given time. This includes backup and archive media and locations.

3.3.7. The classification system will allow that classifications of information assets may change over time.

3.3.8. Each classification shall have documented handling requirements.

3.3. Information Classification Handling and Labeling Requirements

3.3.1. Each classification of data will have documented handling standards for the following categories: storage, transmission, access, logging, and destruction or disposal.

3.3.3. Each classification will have labeling requirements.

3.3.3. The Enterprise IT Security Specialist is responsible for the development of handling standards.

3.3.4 The City Clerk is responsible for the development of labeling standards.

3.3.5. All employees, contractors, and affiliates will have access to written documentation that clearly describes the labeling and handling standards.

3.3.6. All employees, contractors, and affiliates will have a resource for reporting violations.

3.4. Inventory of Information System Assets

3.4.1. All information system assets require identification and documentation with respect to their type, classification level, owner, location, and other details according to standards published by the Enterprise IT Security Specialist.

3.4.3. Accounting for City assets at all times is required.

3.4.3. IT Managers are responsible for asset inventory and will maintain up to date inventory documentation.

3.4.4. An annually updated copy of all inventory documentation will be included in the IT Business Continuity Plan.