



<h1>State of New Jersey IT Circular</h1> <p><b>Title:</b> 130-00-01 – Information Assets Classification and Control Procedure</p>	<b>NO:</b> <b>08-04-P1-NJOIT</b>	<b>SUPERSEDES:</b>
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	<b>VERSION:</b> <b>1.0</b>	<b>EFFECTIVE DATE:</b> <b>IMMEDIATELY</b>
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ATTN: Directors of Administration and Agency IT Managers

**I. PURPOSE**

This procedure establishes a statewide classification method to be used when inventorying all information assets and establishes the use of Application Server Asset Inventory (ASAI) as the repository.

**II. AUTHORITY**

This procedure is established under the authority of State of New Jersey P.L.2007.C.56 and Policy [08-04-NJOIT](#) (130 – Information Assets Classification and Control).

OIT reserves the right to change or amend this circular to comply with changes in OIT or other agency policies.

**III. SCOPE**

This procedure applies to all personnel including employees, temporary workers, volunteers, contractors and those employed by contracted entities, and others who are authorized to access enterprise information resources.

**IV. PROCEDURE**

The asset classification information will be collected and maintained in the following manner:

- A. The Statewide Office of Information Security (SOIS) will provide each agency with an inventory spreadsheet ([Attachment A](#)) to use for the collection of the required asset classification information.

- B. As the Data Steward, each agency must develop a mechanism for classifying their data and populating the inventory spreadsheet and must ensure that the asset classification information is updated through a recurring review process. Agencies must complete the provided spreadsheet ([Attachment A](#)) within 120 days of notification and submit it to SOIS.
- C. SOIS will maintain a comprehensive list of all information asset classifications, which includes all Executive Branch agencies. The compiled list will be used to populate the ASAI as applicable.
- D. Any system in the planning and development stages must include detailed classification information for all information assets. This information will be required and included in the System Architecture Review (SAR) process and will be added to the ASAI.
- E. At the time of consolidation agencies shall provide an asset inventory list, which will be added to the ASAI in a manner that will be defined by the consolidation process.
- F. All exceptions must be requested within 90 days of notification.

**V. RESPONSIBILITIES**

All responsibilities shall be delegated as acknowledged in policy [08-04-NJOIT](#) (130 – Information and Physical Assets Classification and Controls).

**VI. EXCEPTIONS AND NON-COMPLIANCE**

A compliance exception must be requested if there is an inability to comply with this procedure because of a business reason or system constraint. Exceptions and non-compliance with this procedure shall be managed in accordance with Policy [08-02-NJOIT](#) (111 – Information Security Managing Exceptions).

Document History		
Version	Effective Date	Reason for Change
1.0	08-22-2008	Revised and Changed to a Statewide IT Circular

*Signature on File* \_\_\_\_\_

*7/31/2008* \_\_\_\_\_

**ADEL EBEID**  
**Chief Technology Officer**

**DATE**