1. Rationale or background to policy:
This policy is designed to protect the organizational resources on the network by establishing a policy and procedure for attractive asset control. These policies help prevent the loss of data or organizational attractive assets and reduces the risk of losing data. This attractive asset policy also covers disposal of attractive assets. The attractive asset control policy enables organizational attractive assets to be tracked concerning their location and who is using them and protects data being stored on those attractive assets.

Attractive assets should not be confused with, nor tracked with, other organizational attractive assets such as furniture. One of the main reasons to track attractive assets, other than for property control and tracking, is for computer security reasons. Security of data is of considerable importance when discussing items which are attractive and easily removed from campus. A special attractive asset tracking policy enables CEPS to take measures to protect data and networking resources. This policy defines what must be done when an attractive asset is tagged, tracked, transferred, disposed of, surveyed, checked out, and inventoried.

2. Policy Statement:
All employees and personnel who have access to organizational computer systems must adhere to the attractive asset control policy in order to protect the security of the network and data integrity as well as protect and control computer systems and organizational attractive assets. All attractive assets are given an ID number.

As defined in the University policy (Financial Services Property Manual) attractive assets are not tracked centrally. “Individual departments are responsible for oversight of attractive assets and data storage devices.” Each department is required to maintain a master list of attractive assets. At a minimum, departments must record the “type of item, serial number, and the person to whom the item is assigned.” In the case of an individual separating from UWF, it is the individuals department’s responsibility to ensure all equipment assigned has been turned in to CEPS TSS. Prior to the department signature on the UWF Separation/Clearance form the department must ensure the equipment is turned in to CEPS TSS. Once the individual has turned in all assigned equipment, the Technology Director will send an email to the separating employee, Business Manager, Chair, and Office Administrator Director stating all equipment has been returned. If assigned equipment is not returned, the individuals department will be responsible for replacement costs.

Attractive Assets Defined (Financial Services Property Manual): Due to their sensitive, portability, or theft-prone natures, certain items with a value less than $5,000 are subject to control. An attractive asset is one that: 1) has an original cost between five hundred dollars ($500) and five thousand dollars ($5,000), 2) has a useful life of one or more years, and 3) is highly desirable and easily transported. Examples include, but are not limited to:
- Communications equipment (e.g. cellular phones, smart pads (such as an iPad), etc.)
- External CD burners/writers
- Fax machines
- Hand-held gauges and testing devices
- Mobile/Portable computer systems – laptops, notebooks, netbooks, tablets
- Cameras, camcorders, photographic projection equipment
- Optical devices (e.g., binoculars, telescopes)
- Portable video projectors
- Printers
- Radios and repeaters
- Scanners
- Televisions, VCRs, DVD players, radio, etc.
- Video Cameras: digital and camcorders

Software refers to programs used to operate computers and related devices including system software (e.g., Windows) and application software (e.g., Word, Excel, SPSS, etc.).

Data refers to “information related to University business that is saved or stored electronically on a hardware device or storage media...Data can include, but [are] not limited to records, files, spreadsheets, pictures, and recordings.”

A trustee is the person whose care the item is in. If the item is a workstation, then the trustee is the most common user of the workstation. For other equipment, the trustee is the primary person responsible for maintenance or supervision of the equipment.

Attractive assets which cost less than $100 are not tracked, including computer components such as video cards, sound cards or cables.

3. Procedures:
   CEPS Attractive Asset Tagging Procedures

   “Attractive assets must be tagged with property tags identifying the item as the property of the University of West Florida. These tags [are] differentiated from property tags identifying items costing more than $5,000 which are subject to annual physical inventory by the UWF Property Department” (Financial Services Property Manual).

1. The CEPS Technology Director or Technician ensures the item meets the criteria for an attractive asset.
2. The CEPS Technology Director or Technician assigns a tamper-resistant ID tag to the asset, and the attractive asset is tagged, identifying the item as the property of the University of West Florida.
CEPS Attractive Asset Tracking Procedures

1. The CEPS Technology Director or Technician enters the asset ID number, description of the asset, and to whom the asset has been assigned into the CEPS Attractive Asset Database.

CEPS Attractive Asset Transfer Procedures

When an attractive asset type listed on the Attractive Asset Types list is transferred to a new location or trustee, the CEPS Attractive Asset Transfer Form must be filled out by the trustee of the item and approved by an authorized representative of the organization. CEPS attractive asset transfers include the following: a) attractive asset purchases, b) attractive asset relocation, and c) change of attractive asset trustee, including when an employee leaves or is replaced. In all of these cases, the CEPS Attractive Asset Transfer Form is completed.

1. Once an item has been tagged and entered into the CEPS Attractive Asset Database, the CEPS Technology Director completes the CEPS Attractive Asset Transfer Form.

2. On the CEPS Attractive Asset Transfer Form, the CEPS Technology Director or trustee indicates whether the attractive asset is a new attractive asset, moving to a new location, being transferred to a new trustee, or being disposed of. The following information is completed:
   a. Attractive asset type
   b. ID Number
   c. Attractive asset description
   d. Current location
   e. Designated trustee
   f. New location
   g. New trustee

3. Once the trustee fills out and signs the CEPS Attractive Asset Transfer Form, the CEPS Technology Director and CEPS Business Manager sign the form.

4. After the CEPS Attractive Asset Transfer Form is completed, it is given to the CEPS Technology Director.

5. The CEPS Technology Director enters the information on the form into the attractive CEPS Attractive Asset Database within one week.

6. Department managers (e.g., Department Chair, Office Administrator, etc.) check to see if attractive assets that were recently moved were included on the Department Attractive Assets Report.

7. The CEPS Technology Director or Technician checks the database weekly to ensure attractive assets moved within the last 2 or 3 weeks are included in the database.
CEPS Attractive Asset Disposal Procedures

Attractive asset disposal must have any sensitive data removed prior to disposal. According to University policy, “employees must have all institutional data and licensed software reliably removed from devices prior to the devices being disposed...University employees are expected to remove their personal data and software from such devices...”

1. The manager of the user of the attractive asset must determine the level of data sensitivity stored on the device. (Below is the action for the device based on data sensitivity.)
   - None (Unclassified) – No requirement to erase data.
   - High (Sensitive) – Erase the data and/or University software using any means such as reformatting, dBan or destruction of the drive. Attractive asset data removal types include:
     - Memory stick
     - CD Rom disk
     - Hard drive

2. Based on the manager’s recommendation, the harddrive is destroyed or dBanned.

CEPS Attractive Asset Survey Procedures

1. The Department Office Administrator submits an online “Property Survey Request” via UWF’s Routelt System in Banner “requesting release of accountability and to have the item removed from the department” indicating whether the attractive asset is excess to department’s needs, damaged/uneconomical to repair, retained by department for cannibalization, obsolete/worn out, trade-in or other. The following information is provided by the requestor:
   a. Department name
   b. Department Index
   c. Attractive asset ID#
   d. Description
   e. Serial #
   f. Building/Room
   g. Acquired Cost
   h. Acquired Date
   i. Trustee

2. The Department’s “Accountable Officer” (e.g., CEPS Technology Director, CEPS Technology Technician) approves the survey request in Routelt.

3. Once approved by the CEPS Technology Director and CEPS Business Manager, the form is routed to Property Control for approval.

4. The CEPS Technology Director is notified to remove harddrive via Route-It.

5. Once the CEPS Technology Director signs the affidavit that the harddrive has been removed, the form is signed and routed to the Property Board for approval.

6. Once the CEPS Attractive Asset Survey Request Form is approved by the Property Control Board, the
7. CEPS Technology Director or Technician is notified via Routeit to properly dispose of the asset and signs the affidavit that the harddrive has been destroyed.
8. After the CEPS Attractive Asset Survey Request Form is completed, the form is given to the CEPS Technology Director. The CEPS Technology Director or Technician enters the status of the CEPS Attractive Asset Survey Request Form into the CEPS Attractive Asset Database within one week.

CEPS Attractive Asset Check-out Procedures

Off-Campus Use - Non-capitalized equipment may be removed from University premises for official University business only - not for personal use. “A departmental Check-Out Log must be maintained by the Department Coordinator for off-campus use of University property for periods of one to ten days” (Financial Services Property Manual). A Check-Out Form must be completed, signed and a copy submitted to the Property Section before property is removed from University premises for periods in excess often days. After the property items are returned, the Department Coordinator should notify the Property Manager by sending the completed Check-Out Form to Property in Building 20-E.

1. A trustee requests approval to check out an attractive asset from his or her department head.
2. If a CEPS attractive asset is checked out for 1 to 10 days, the manager of the trustee’s department completes the Department Equipment Check-out Log and retains in the department for audit purposes.
3. If a trustee wants to request the use of an attractive asset in excess of ten days, the trustee completes the CEPS Equipment Check-out Form accessed via Financial Services/Property.
4. If approved, the Check-out Form is forwarded to the Property Section. A copy of the form is retained by the department and a copy given to the CEPS Technology Director.

Annual Inventory of Attractive Assets

Each year, a physical inventory is conducted of all attractive assets housed within CEPS and offsite. This inventory is overseen by the CEPS Technology Director. The inventory involves a four-step process:

1. Locate
2. Scan
3. Reconcile
4. Report

Step 1: Locate

The CEPS Technology Director or Technician refers to the CEPS Attractive Asset Database to identify and locate assets. If an asset cannot be located:

1. The CEPS Technology Director or Technician contacts the last known trustee.
2. The CEPS Technology Director or Technician checks previous documentation/forms.
3. The CEPS Technology Director or Technician asks coworkers and/or other departments regarding the location of the attractive asset.
Step 2: Scan
When scanning barcodes during the inventory process, all equipment within any one room is scanned. The following information is noted on the **CEPS Attractive Asset Annual Inventory Report**:

- Trustee ownership
- Location
- Missing
- Condition

Step 3: Reconcile
The CEPS Technology Director or Technician updates the database with changes found during the physical inventory. No item’s status is left blank. CEPS departmental attractive asset certification is not complete until all assets are finalized with either “found” or “missing.” When the CEPS attractive asset inventory is complete, the CEPS Technology Director or Technician enters the information into the CEPS Attractive Asset Database.

Step 4: Report
1. The CEPS Technology Director downloads the updated inventory report and forwards to each department.
2. The updated inventory report is signed by:
   - The Department Chair
   - Department inventory contact

Missing Items
Each department is responsible for determining the status of missing items and are required to make a good faith attempt to locate items missed in the initial scan. Inventory items departments are unable to locate must be noted in the **UWF Missing/Stolen Survey Report Form**. This form is located on the “UWF, Financial Services, Property” webpage and must be completed at the time the asset is identified as missing.

CEPS departments have a responsibility to continue to actively search for any items reported as missing after they have certified the completion of their inventory. Departments have a two year period in which to locate the items unaccounted for during the annual inventory before the assets are permanently removed from the University's property records.

Inventory of Off-Campus Equipment
Check-out logs are required by each CEPS department for all attractive assets located off campus. These forms are housed in each department.

1. Department Managers refer to the **Check-out Logs** for the annual review.
2. Each department schedules a day for all off-campus equipment to be returned for scanning.
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<th>Subject: Attractive Assets</th>
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3. All faculty/staff who have equipment off campus are notified to bring those specific items to campus on the scheduled date for inventory scanning.
4. The CEPS Technology Director or a Technician scans the item(s).
5. The CEPS Technology Director or Technician enters the information into the CEPS Attractive Asset Database.