

CEHD Information Security Procedure

IS-3 Administrative Authority over an Information Resource

Procedure Statement

- 1) Per CEHD IS-1, the Dean of CEHD is responsible for approving the security program and annual risk assessments for all CEHD information resources (instructional, research, and administrative). Further, the Dean has delegated operational responsibility for creating and implementing security plans to Technology Services.
- 2) A CEHD employee may request approval from the Dean for Administrative Authority for a designated Information Resource. Approval requires agreement to the following.
 - 2.1 Prepare a Security Plan in accordance with TAMU Control Catalog item PL-2. A template will be provided.
 - 2.2 Complete an annual risk assessment following requirements from the TAMU Office Information Technology Risk Management. A template will be provided.
 - 2.3 Submit the risk assessment to the CEHD ISO by March 1 each year. A reminder with specific instructions will be sent by the ISO at the beginning of each year.
- 3) The CEHD ISO will review, compile and presented all annual risk assessments to Dean for approval.
- 4) Failure to complete an approved annual risk assessment may result in the revocation of Administration Authority.
- 5) Use the “Administrative Authority Request Procedure” to request approval for administrative authority.

Resources

Control Catalog PL-2 (Security Plan)

http://cio.tamu.edu/Risk_Management_Policy/IT_Policy/PDFs/PL2_System_Security_Plan.pdf

Administrative Authority Approval Request Procedure

<https://it.education.tamu.edu/sites/it.education.tamu.edu/files/documents/Administrative%20Rights%20Request%20Procedure.docx>

Approved By: _____ Date: _____