

**Asset Updates & Reminders May 2015**

* Asset Management Resources can be found at <http://www.lsuhsc.edu/administration/accounting/amdefault.aspx>. Please take a look and notify [noinv@lsuhsc.edu](mailto:noinv@lsuhsc.edu) of any questions or suggested improvements.
* **Update on LPAA PPM11 – Louisiana Property Assistance Agency Policy Disposal and Surplus of Electronic Equipment**

A revision of PPM11 was completed April 23, 2015 by LPAA. Excerpts of the revision(s) are below.

1.     “ All electronic media assets must be tagged by the property manager and entered into their agency’s official system of recordation for movable property, regardless of its original cost. Electronic media assets do not include electronic media supplies, such as DVD’s, Thumb Drives, Memory Cards or other removable storage media. These items, if utilized to store, process, or transmit Confidential or Restricted Data shall be sanitized; however, they shall not be entered into their agency’s official system of recordation.”

*- Please contact* [*noinv@lsuhsc.edu*](mailto:noinv@lsuhsc.edu) *if you have a question on whether something should be tagged.*

2.     “ A Certificate of Data Sanitization must be completed by the agency’s IT technician(s) actually performing the sanitization. At a minimum the technician(s) will include the asset number, serial number, asset description, media type, sanitization status code, date of sanitization, and their entire unique personnel or employee identification number (UID). The IT technician(s) is/are required to sign for each piece they personally sanitized. The IT technician’s immediate supervisor will then sign affirming the work has been done. The agency’s property manager will complete the document by including the transfer number and signing the form. A scanned copy of the fully executed Certificate of Data Sanitization must be electronically attached to the AMS disposal/surplus request before LPAA will consider its approval.”

3.      Technicians shall use their State issued ‘Personnel Number’ (P#), if the technician has not been issued a P#, the agency may use an alternate UID from their employee management system. In the event the Agency has not issued the technician an approved UID, the technician shall provide the last four digits of their Social Security Number (SSN). Additionally, the agency is responsible for maintaining historical records for alternate UIDs to identify technician to support any state or federal inquiry or audit.