

# 4100-P130: Responsibility for Information Technology Resources

## I. PURPOSE

This policy establishes requirements to achieve and maintain appropriate protection of information technology (IT) resources that belong to the State of Wyoming.

## II. SCOPE

This policy applies to all executive branch agencies, boards, and commissions (collectively referred to as “agencies”).

## III. POLICY

### A. Ownership of Information Technology Resources

1. All IT resources associated with information processing facilities shall be ‘owned’ by a designated agency of the State of Wyoming.
2. All IT resources shall have an IT Resource Owner that has been identified by the agency. The Owner is responsible for ensuring the security requirements of the Data Steward are implemented as planned, operating as intended, and maintained as appropriate. The IT Resource Owner shall assign a data administrator for the information; and approve any contingency plans affecting the IT resource.

### B. Inventory of IT Resources

1. Overall authority for the IT resource inventory process resides with the Office of the Chief Information Officer (OCIO). Procedures for implementing the information gathering process shall be developed in cooperation with each entity in the Executive Branch.
2. Upon request of the OCIO, agencies shall collect and submit the required IT resource inventory data (as defined by the OCIO) for State-owned and/or leased IT resources within the Executive Branch.
3. Agencies shall use the methods and format approved by the OCIO to collect and submit IT resource inventory data.
4. Nothing in this policy shall preclude agencies from using the IT resource inventory software for their own purposes.

### C. Acceptable Use of Assets

1. Rules for the acceptable use of IT resources shall be identified, documented, and implemented per Policy 1200-P142: User Responsibilities.

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2. Personnel shall use State of Wyoming IT resources in accordance with existing policy, operating instructions, organizational training or guidelines, State personnel rules and in a manner consistent with responsible stewardship.

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Note: This policy has been tailored to reflect only IT resources. Information (rather than IT resources) is addressed in Policy 8100-P131: Information Classification, which has been modified so that the two policies could co-exist. Policy 4100-P130 addresses IT resources and Policy 8100-P131 addresses information.

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