



<p><b>STATE OF NEW JERSEY IT CIRCULAR</b></p> <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> N/A
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	<b>FOR INFORMATION CONTACT:</b> <a href="#">Office of Policy and Planning</a>		

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 the OIT’s Statewide Office of Information Security (SIOS) asset classification system as the repository.

**II. AUTHORITY**

This procedure is established under the authority of the State of New Jersey. [N.J.S.A. 52:18a-230 b.](#) This procedure defines New Jersey Office of Information Technology’s (NJOIT) role with regard to technology within the Executive Branch community of State Government.

The New Jersey Office of Information Technology (NJOIT) reserves the right to change or amend this circular.

**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 SOIS will provide each agency with an inventory spreadsheet ([Attachment A](#)) to use for the collection of the required asset classification information.
- B. Each agency must develop a mechanism for classifying its data and populating the inventory spreadsheet and must ensure that the asset classification

information is updated through a recurring review process. The updated inventory spreadsheet ([Attachment A](#)) must be submitted to SOIS each year.

- C. SOIS will maintain a comprehensive list of all information asset classifications. The compiled list will be used to populate the SOIS asset classification system.
- 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.
- E. 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 Asset Classification Control Policy*.

## VI. EXCEPTIONS AND NON-COMPLIANCE

Departments and Agencies shall comply with this procedure within 90 days of its effective date.

Requests for exceptions for non-compliance with this policy shall be managed in accordance with Policy [08-02-NJOIT, 111](#) – *Information Security Managing Exceptions*).

*Signature on File*

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State Chief Information Officer

*9/2/2015*

**DATE**