Texas A&M University System Configuration Management Standard

Data Inventory and Designation

Each member shall:

(a) Designate which data ("the required data") regarding an information resource shall be recorded in the inventory.

(b) The required information recorded in the inventory shall, at a minimum, include a unique identifier (e.g., serial number, name), owner, custodian, and data classification.

(c) At least annually, owners shall affirm that all of their information resources are recorded in the inventory and that the required data in the inventory with regards to those information resources is complete and correct.

Network Configuration

To ensure reliability of operations, proper accessibility to resources, and protection of data confidentiality and integrity, all System members must designate responsibility for their respective network infrastructure(s). Individuals responsible for configuration and management of the resource(s) will be identified and documented.

Change Management

All members shall adopt change management processes to ensure secure, reliable, and stable operations to which all offices that support information resources are required to adhere. The change management process must incorporate guidelines that address:

(a) formally identifying, classifying, prioritizing and requesting changes; (b) identifying and deploying emergency changes;

(b) assessing potential impacts of changes; (d) authorizing changes and exceptions;

(c) testing changes;

(d) change implementation and back-out planning; and

(e) documenting and tracking changes.