MAPP 10.03.06 Update

• All Colleges & Divisions have appointed roles: IRM, ISO, TM
  • THANK YOU FOR ALL OF YOUR HELP!!!!!

• Regular meetings being held for ISO & TM

• Free Security Training offered this summer
  • CISSP Certification Classes
  • Information Security Risk Management Foundations Course
  • More workshops being scheduled

• Work in progress on Information Resource Management Plans
  • Assistance is available
Campus ISO Certification - Criteria

- Officially appointed as ISO for college/division
- Attend an ISO Workshop conducted by UIT Security outlining UH ISO responsibilities & resources
- Obtain/demonstrate a basic education in Information Security by one of the following:
  - Attend the 3-day Information Security Risk Management Foundations Course sponsored by UIT Security or
  - Hold an ISC2 Certified Information Systems Security Professional (CISSP) certification, or
  - Earn a Masters’ Degree in an Information Security related field
Campus ISO Certification

Congratulations to the following ISOs who have already met the certification criteria:

• A&F/Plant Operations - Sheree Pearce
• CLASS - Frank Houston
• COT - Tom Jones
• EDUCATION - Michael Rapp
• ENGINEERING - John Young
• HONORS - Hugo Pachas-Luna
• LAW – Jorge Perez
• NSM - Salvador Baez-Franchesí
• PHARMACY - David Wallace
• UNIVERSITY LIBRARIES - Robb Spragg
Identity Finder

- All UHS computers should be scanned for sensitive information.
  - Identified information should be addressed – deleted or appropriately secured

- Working with C/D ISOs and TM

- Resources available:
  - User and tech guidance available via websites
  - Enterprise Console for coordinating scans
  - Individual assistance as requested

- By September 1 – Reporting from ISOs to UIT Security about status of scanning completed and summary of results

- By December 31, 2011 – All UHS scanning completed
  - New module capabilities: Website, Sharepoint, Database scanning
MAPP 10.03.07 - Email Retention

• New MAPP signed in May 2011
• Goals:
  • Compliance with state/federal law
  • Preserve emails which are state records of the University
  • Demonstrate fiscal responsibility by eliminating need for unnecessary file space
  • Apply best practices for electronic records retention
Three types of correspondence:

1. Personal, non-business related e-mail messages

2. Transitory Correspondence (do not have lasting value, not university records)
   - Routine messages
   - Telephone message notifications
   - Notices about internal meetings or events
   - Incoming letters or memoranda of transmittal that add noting of substance to enclosures
   - Similar routine information used for communication, but not for the documentation of a specific transaction
   - Inquiry about department course offerings or scheduling issues
   - Announcements
MAPP 10.03.07 - Email Retention

• Types of correspondence (continued):

3. University Business Records:
   • Have operations value (required by a dept. to perform its primary function
     • Administrative actions taken or planned
     • Reports or recommendations
     • Policies, procedures, guidelines, rubics or templates
     • Non-transitory communication pertaining to routine operation of policies, programs, services or projects
   • Have legal or evidential value (required to be kept by law
   • Have fiscal value required for financial reporting and audits
   • Have historical significance (of long-term value to document past events)
   • Have vital value (critical to maintain to ensure operational continuity after a disruption or disaster). Vital records or information may fall into any of the above value categories
MAPP 10.03.07 - Email Retention

- University Records must be retained per SAM 03.H.01 – Records Retention

- Email messages that are records:
  - Be moved to dedicated storage on a dept file system (equivalent to an e-filing cabinet) OR
  - Be retained on the e-mail server (ex. Exchange) in the user’s mailbox
  - Messages should be stored in a manner that can be retrieved easily by the university

- Employee questions about classifying messages?
  - Ask manager or college/division business administrator
  - System Records Retention Officer (David Ellis - Executive Director, Financial Reporting)
  - Burden for determining if specific message is a record falls to the department responsible for being custodian of those records
    - Example: Human Resources – messages regarding employee relations
MAPP 10.03.07 - Email Retention

- Legal Holds
  - Designated by Office of General Counsel
  - Override all records retention policies
  - Office of General Counsel and UIT coordinate hold status of email designated for Legal Hold
  - Also pertain to Open Records Requests
All Users are expected to:

- Regularly check for new messages
- Routinely secure messages that are records
  - If the user is the sender/creator or
  - The only or main recipient or
  - The designated university custodian for that type of information
- Delete transitory correspondence as soon as usefulness has ended
- Not retain messages longer than required for their respective job purposes. When the need no longer exists, the message should be deleted

User Resources: [http://www.uh.edu/emailretention](http://www.uh.edu/emailretention)
Questions & Answers