

UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM

**SECTION: Information Technology**

**NUMBER: 07.A.03**

**AREA: Computing Services**

**SUBJECT: Responsibilities for Information Technology Resources**

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1. PURPOSE

The purpose of this document is to comply with requirements of the state of Texas Department of Information Resources regarding the designation of an Information Resources Manager and Information Security Officer for the University of Houston System (System) and each component university and to provide for the sharing of information between System and component university Information Resource Managers and Information Security Officers.

2. POLICY

2.1 Information Resources Manager

- a. The Associate Vice Chancellor for Information Technology and Chief Information Officer is the designated Information Resources Manager (IRM) for the System pursuant to [Texas Government Code, Section 2054, Subchapter D](#), and has oversight for the administration of the requirements of this document.
- b. Each component university must designate an IRM pursuant to [Texas Government Code, Section 2054, Subchapter D](#). Each component university IRM will have a dotted-line reporting relationship to the System IRM.
- c. The System IRM and component university IRMs will collaborate on information technology initiatives and share practices across the System and the component universities.

2.2 Information Security Officer

- a. The University of Houston Executive Director of IT Security is the designated Information Security Officer (ISO) for the System pursuant to [Texas Administrative Code, 202.71](#).
- b. Each component university must designate an ISO pursuant to [Texas Administrative Code, 202.71](#). Each component university ISO will have a dotted-line reporting relationship to the System ISO. The ISO for each

component university is required to have in place security policies, procedures and standards consistent with those required by [Texas Administrative Code, Chapter 202, Information Security Standards](#).

- c. The System ISO and component university ISOs will collaborate on security initiatives and share security practices across the System and the component universities.

2.3 Reporting Requirements

- a. Any required report submitted to the State by a component university IRM or ISO must also be submitted to the System IRM or ISO.
- b. Any report required by the state to be generated by a component university IRM or ISO must be submitted to the System IRM or ISO.
- c. Any report required by System or component university policy must be submitted to the System IRM or ISO.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Information Technology

Review: Every three years on or before March 1

4. APPROVAL

Approved: Jim McShan  
Senior Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: June 14, 2016

**REVISION LOG**

Revision Number	Approval Date	Description of Changes
1	11/17/1994	Initial edition

Revision Number	Approval Date	Description of Changes
2	07/31/1997	Added password and mechanism information via the World Wide Web to Section 2.3. Added Vernon’s Texas Code Annotated, Penal Code 16.01, 16.02, 16.04, and 33.02 to Section 2.4
3	05/04/2004	Applied revised SAM template to meet current documentation standards. Changed section from “Information Services” to “Information Technologies.” Changed title of responsible person for administration of document requirements in Section 2.1 from Chief Information Services Officer to Vice Chancellor for Information Technology. Procedures are forwarded to the Vice Chancellor for Information Technology in Section 2.2. Combined federal and state laws in Section 2.4.k. Changed responsible party from Vice Chancellor for Administration to Associate Vice Chancellor for Technology Support Services. Changed review period from even numbered years before June 1 <sup>st</sup> to every three years on or before June 1 <sup>st</sup> . Added Vice Chancellor for Information Technology to approval process in Section 4.
4	08/03/2010	Applied revised SAM template to meet current documentation standards. Changed title of responsible person for administration of document requirements in Section 2.1 from Vice Chancellor for Information Technology to Associate Vice Chancellor for Information Technology and Chief Information Officer. Changed responsible party for Associate Vice Chancellor for Technology Support Services to Associate Vice Chancellor for Information Technology. Changed review period from every three years on or before June 1 <sup>st</sup> to every three years on or before March 1 <sup>st</sup> . Removed Vice Chancellor for Information Technology from approval process and added Executive Vice Chancellor for Administration and Finance to Section 4. Added links throughout document to references. Removed Section 5, Indexing Terms
5	06/14/2016	Added new SAM Revision Log. Changed Section to Information Technology. Changed title to “Responsibilities for Information Technology Resources.” Revised Section 1 (and document) to reference designation of Information Resources Manager and Information Security Officer to share information. Document was completely revised to reflect current operating requirements in the responsibilities for the Information Resources Manager (Section 2.1), Information Security Officer (Section 2.2), and Reporting Requirements (Section 2.3). Added links to new references throughout document