

UNIVERSITY of
HOUSTON

YOU ARE THE PRIDE

UNIVERSITY INFORMATION TECHNOLOGY

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-Franchesi
- 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

MAPP 10.03.07 - Email 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, rubrics 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

MAPP 10.03.07 - Email Retention

- **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>

Questions & Answers