

POLICY COMMUNICATIONS REPORT (PCR)

DATE: May 27, 2009

Policy Name and Code #: Cancellation of Access to University Assets, 00-01-10-160:00

Check one of the following actions:

New                       Revised (Substantive)                       Revised (Non-Substantive)  
 Rescinded                       Reclassed

Date of Action: April 27, 2009

**Purpose of Policy:**

To set policy to ensure the timely de-provisioning/cancellation of access to University provided assets, both electronic and physical, for both students and employees (faculty and staff) upon separation from or transfer within the University

**Motivation for New or Revision:**

Reviews by internal and external audit identified the lack of policy for de-provisioning students and employees (faculty and staff) from both electronic and physical assets to be one of the major issues requiring priority attention.

**Highlights:**

- Asset Providers shall develop and maintain written plans describing procedures for implementing this policy.
- These plans will be implemented to address the separation categories as defined in the policy.
- Access to resources shall be revoked according to the procedures defined by each Asset Provider.
- Audit trails/logs of all de-provisioning actions will be generated.
- Logs shall be kept for a period determined by the Records Management policy.
- Asset Providers shall develop and maintain written plans for self-auditing processes.
- Asset Providers shall self-audit their systems/operations at least semi-annually to ensure policy compliance.
- Asset Providers shall periodically review and update both the de-provisioning/cancellation and self-audit plans.
- Copies of these plans shall be provided to the Vice President for Information Services & Technology.

**Review/Approval Process**

Reviewed and approved by the UMDNJ De-Provisioning Project Steering Committee (consisting of IST, the University Registrar, CA/Academic Affairs, HR, UBHC, NJMS, RWJMS, the Office of Ethics and Compliance, Public Safety, the University Library), and the Policy Review Group (PRG). Subsequently, it was reviewed and approved by the President's Cabinet on April 27, 2009.