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<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Daniel Hanttula	<b>Reviewing Unit:</b>	ISD Security
<b>Title:</b>	Reporting of Lost, Missing or Stolen State Digital Assets Standard		
<b>Description:</b>	This document is the operating standard for reporting lost, missing or stolen state digital assets.		

## Reporting of Lost, Missing or Stolen State Digital Assets Standard

1. General Statement of Purpose
  - 1.1. The purpose of this document is to outline the policy of reporting lost, missing or stolen state digital assets.
2. Scope
  - 2.1. This document covers all state digital assets.
3. Discipline
  - 3.1. Security & Compliance Standards
4. Terms and Definitions
  - 4.1. State Digital Assets include the following:
    - 4.1.1. Computing devices, including all PC's, notebooks/laptops, netbooks, tablets (iOS, Android, Blackberry, etc.) and all forms of smartphones used on state infrastructure.
    - 4.1.2. USB and other peripheral devices including flash drives, external hard drives, memory sticks, audio/video devices (tablets, iPods, MP3 players or similar hybrid devices), smartphones, cell phones or cell phone hybrids, micro drives and non-standard PDAs used on state infrastructure.
    - 4.1.3. Optical media (CD/DVD/Blu-ray, etc.), hard drives, and other hardware that may contain data used on state infrastructure.
5. Discussion
  - 5.1. In the case of a lost, missing, or stolen digital state asset, the employee must immediately notify their management and the OMES Service Desk at 866-521-2444 or 405-521-2444.
    - 5.1.1. Pursuant to the State of Oklahoma Information Security Policy, any lost, missing or stolen digital state asset must be reported to the Governor's office within 24 hours of loss.
    - 5.1.2. The OMES Service Desk will create a CRM Case and assign it to ISD Security, who will contact the Governor's office.
  - 5.2. Any item that has been stolen or suspected of being stolen must have a police report filed with the local law enforcement agency. In the case of loss by theft, the employee must provide the police case number to the OMES Service Desk for the Security team report.
6. Limitation or Implementation Notes
  - 6.1. The replacement or re-ordering of devices cannot occur without a notification case to the OMES Service Desk.
7. References
  - 7.1. State of Oklahoma – Information Security Policy, Procedures, Guidelines - [http://www.ok.gov/cio/Policy\\_and\\_Standards/](http://www.ok.gov/cio/Policy_and_Standards/)