

# Information, Application and Authorization Inventory Landing Page

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For more information on securing your data, see [Information Protection @ MIT](#).

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## Overview

Knowing where information resides, either electronically or physically, is a key step in securing that information. Building an inventory to capture where information, including administrative and research data, is and who has access to it starts with creating and maintaining an information inventory (including classification level, information owner, and users with access); creating and maintaining an inventory of systems (including device ownership, contact information, and network configuration); and maintaining a list of applications (including assigned risk classification level, data volume, and users with access).

There are many ways to inventory information, systems, and applications. In addition to the simple examples below, the National Institute of Standards and Technology (NIST) also has [an inventory template](#) that may be helpful.

## Creating an Information Inventory

The inventory should account for data in electronic and hard copy format

Description	Risk Level	Location	Data Owner	Accessed by
Student Transcripts	High	File cabinet in room X-11		
Project Documentation	Low	Team Dropbox folder		
Experimental data	Low	Lab server in room Y-12		

## Creating a System Inventory

A list of all systems under your area of responsibility that transmit, process, and/or store data. If you are using an endpoint monitoring platform such as SCCM or Casper, you will already have an inventory of devices there. Any systems with public or reserved private IP address will also be in Moira.

Device Name/Host name	IP	MAC address	Wired/Wireless	Type of device	Operating System	Location (Building/Room)	System Owner	Risk Level of Data
mycomputer.mit.edu	18.x.x.x		Wired	Desktop	Linux (Redhat...)	X-00, 111		Medium
yourcomputer	Dynamic	aa:bb:cc:dd:ee:ff	Wireless/Wired	Laptop	MacOS			Low
thisserver.mit.edu	18.x.x.x		Wired	Server	Windows Server 2012	OC11 Data Center	IS&T (OS level patching)	High

## Creating an Application Inventory

For application that is handling MIT information, identify an application owner, which may be different from the system owner.

Application Name	Location	Applications	Risk Level	Application Owner/Support Contact	User Access
Student grade app	SaaS product	web server/web portal	High		
MITSIS	IS&T Server	sql database, web server	High	IS&T	
Lap SFTP	Server in X-12	sftp server	Low		

## See Also

- [Center for Internet Security \(CIS\) on Inventory and Control of Software Assets](#)
- [National Institute of Standards and Technology \(NIST\) Publication on Specification for Asset Identification](#)
- [Tenable Article on Asset Inventory](#)