

New York State  
Office of Information Technology Services (ITS)

Enterprise Information Security Office

**Information Asset Classification System (IACS)  
General Information**

<b>What is IACS?</b>	<ul style="list-style-type: none"> <li>- A free on-line tool to assist NYS agencies in performing information asset classification</li> <li>- Allows agencies to classify their information assets in accordance with the <i>NYS Information Classification Standard (NYS-S14-002)</i></li> <li>- Once information is classified, the tool provides a concise list of baseline controls that must be applied in accordance with the <i>NYS Information Security Controls Standard (NYS-S14-003)</i></li> <li>- Satisfies the <i>NYS Information Security Policy</i> requirement to maintain an inventory of information assets and their classifications</li> </ul>
<b>Key Features</b>	<ul style="list-style-type: none"> <li>- Responsive HTML5 user interface</li> <li>- Flexibility to add custom controls, questions, roles and storage names</li> <li>- Search by asset information, classification or classification date</li> <li>- Filtering options to generate detailed reports</li> <li>- Ability to export classification data to Excel</li> <li>- Changes to information assets are tracked</li> <li>- Asset templates and classifications provided for the <a href="#">General Retention and Disposition Schedule for NYS Government Records</a></li> <li>- Ability to perform security controls gap analysis for each classified asset</li> </ul>
<b>Agency Entitlement Responsibilities</b>	<ul style="list-style-type: none"> <li>- Agency NYSDS Entitlement Administrators grant and manage access, including the removal of access when no longer needed</li> <li>- Agency notifies the Enterprise Information Security Office of any change in status of their designated NYSDS Entitlement Administrators or their designated <i>Agency Administrator</i> for IACS</li> </ul>
<b>Technical Information</b>	<ul style="list-style-type: none"> <li>- Application access via NY.gov Online Services</li> <li>- Each agency has an separate database in the application (i.e., no co-mingling of data)</li> <li>- Application fields <i>Name of Information Asset</i>, <i>Information Asset Description/Comment</i>, <i>Information Asset Use</i> and <i>Information Asset ID Number</i> are stored encrypted with AES</li> <li>- Agency databases are backed up nightly (30 days of data are kept)</li> <li>- Compatible with IE8 (or later), Firefox, Chrome and Safari</li> <li>- Developed in ColdFusion with a SQL database</li> </ul>
<b>Helpful Resources</b>	<ul style="list-style-type: none"> <li>- <i>Information Classification Resources</i> (e.g., IACS Demo, IACS User Guide, Information Classification Training) are available on the ITS site at <a href="http://its.ny.gov/information-classification-resources">http://its.ny.gov/information-classification-resources</a></li> <li>- The <i>NYS Information Classification Standard</i> and <i>NYS Information Security Controls Standard</i> are located at <a href="http://www.its.ny.gov/eiso/policies/security">http://www.its.ny.gov/eiso/policies/security</a></li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>- Available Monday through Friday between the hours of 8:30 a.m. to 4:30 p.m. by calling (518) 242-5200</li> </ul>