



Section one: Information Asset Identification Worksheet

Confidential when completed

Instructions: Record the requested information for the information asset you are classifying. Job titles, in place of named individuals, can be used where appropriate for ease of maintenance.

Completed By		Date Completed	
Asset Information			
Name of Information Asset		Information Asset Format (i.e., paper, electronic)	
Information Asset Description/Comment			
Information Asset Use			
Information Asset Storage (e.g., file cabinet, safe, database, network share, CD/DVD, portable drive)			
Source of Information			
Business Process(es) Supported			
Internal Information User(s)			
External Information User(s): (e.g., other State Agencies, other government agencies, public)			
Information Owner Information			
Agency			
Department/Business Unit/Section			
Contact Person		Email/Phone #	
Information Custodian Information			
Agency			
Department/Business Unit/Section			
Contact Person		Email/Phone #	
ISO/Security Representative Information			
Agency			
Department/Business Unit/Section			
Contact Person		Email/Phone #	
Information Asset ID Number:			



Section two: Information Asset Classification Worksheet

Confidential when completed

Instructions: Select the appropriate check box for each question

CONFIDENTIALITY QUESTIONS				
1. Is the information publicly available?	No		Yes	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the information include or contain PPSI (Personal, Private, or Sensitive Information)?	No		Yes	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around;"> None Limited Serious Severe </div>				
3. What impact does unauthorized disclosure of information have on health and personal safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. What is the financial or agency liability impact of unauthorized disclosure of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. What impact does unauthorized release of sensitive information have on the SE mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. What impact does unauthorized disclosure of information have on the public trust, agency reputation, and public interests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is confidentiality mandated by law or regulation? If yes, what is the impact of unauthorized disclosure of information. If no, do not make a selection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the information intended for limited distribution? If yes, what is the impact of unauthorized disclosure. If no, do not make a selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONFIDENTIALITY RATING	Low		Moderate	High
If ALL answers are GREEN , the rating is Low ; if ANY of the answers are YELLOW and NONE are RED , the rating is MODERATE ; if ANY of the answers are RED , the rating is HIGH .				
Comments for the Rationale/Justification of Confidentiality Rating				

INTEGRITY QUESTIONS

	No	Yes
1. Does the information include medical records		
2. Is the information (e.g., security logs) relied upon to make critical security decisions?	No	Yes

	None	Limited	Serious	Severe
3. What impact does unauthorized modification or destruction of information have on health and safety?				
4. What is the financial impact of unauthorized modification or destruction of information?				
5. What impact does unauthorized modification or destruction of information have on the SE mission?				
6. What impact does unauthorized modification or destruction have on the public trust?				
7. Is integrity addressed by law or regulation? If yes, what is the impact of unauthorized modification or destruction of information. If no, do not make a selection.				
8. Is the information (e.g., financial transactions, performance appraisals) relied upon to make business decisions? If yes, what is the impact of unauthorized modification or destruction of information. If no, do not make a selection.				

INTEGRITY RATING	Low	Moderate	High
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If ALL answers are **GREEN**, the rating is **Low**; if ANY of the answers are **YELLOW** and **NONE** are **RED**, the rating is **MODERATE**; if ANY of the answers are **RED**, the rating is **HIGH**.

Comments for the Rationale/Justification of Integrity Rating

AVAILABILITY QUESTIONS

Assessment Question

	As time permits	Within 1 to 7 days	24 hrs. per day/7 days a week
1. This information needs to be available:			

Impact Questions

	None	Limited	Serious	Severe
2. What is the impact to health and safety if the information were not available when needed?				
3. What is the financial impact if the information were not available when needed?				
4. What is the impact to the SE mission if the information were not available when needed?				
5. What is the impact to public trust if the information were not available when needed?				

AVAILABILITY RATING

Low color: orange;">Moderate color: red;">High

If ALL answers are **GREEN**, the rating is **Low**; if ANY of the answers are **YELLOW** and **NONE** are **RED**, the rating is **MODERATE**; if ANY of the answers are **RED**, the rating is **HIGH**.

Comments for the Rationale/Justification of Availability Rating

Information Owner - Print

Date

Information Owner - Signature

ISO/Designated security Representative - Print

Date

ISO/Designated security Representative - Signature