

# STANDARD ADMINISTRATIVE PROCEDURE

## 29.01.99.M1.13 Information Resources –Network Configuration

*Approved July 18, 2005*

*Revised February 24, 2009*

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### Standard Administrative Procedure Statement

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The purpose of the network configuration procedures is to establish the process for change of the network infrastructure.

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### Definitions

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**Information Resources (IR)** - the procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

**Information Resource Owner** - an entity responsible for:

- a business function; and,
- determining controls and access to information resources supporting that business function.

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### Responsibilities and Procedures

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#### 1. GENERAL

The information resources network infrastructure in Bryan/College Station is provided by Texas A&M University for tenants of University facilities. It is important that the infrastructure, which includes media, active electronics and supporting software, be able to meet current performance requirements while retaining the flexibility to allow emerging developments in high speed networking technology and enhanced user services. The purpose of the network configuration procedures is to establish the process for change of the network infrastructure.

Texas A&M University owns and is responsible for the University network infrastructure and will continue to manage further developments and enhancements to this infrastructure.

## 2. APPLICABILITY

This Standard Administrative Procedure (SAP) applies to all University network infrastructure information resources.

The information resource owner, or designee, is responsible for ensuring that the risk mitigation measures described in this SAP are implemented. Based on risk management considerations and business functions, the resource owner may determine that it would be appropriate to exclude certain risk mitigation measures provided in this SAP. All exclusions must be in accordance with SAP 29.01.99.M1.27 Exclusions from Required Risk Mitigation Measures.

The intended audience is all network system administrators of University information resources.

## 3. PROCEDURES

- 3.1 All new or upgraded cabling will conform to State standards for cabling (Texas Administrative Code Chapter 208) to the extent consistent with the university's special missions.
- 3.2 Network system administrators shall consult the TAMU Networking and Information Security (NIS) office for allocation and registration of network addresses and name space ([consult@net.tamu.edu](mailto:consult@net.tamu.edu) or (979) 845-8300).

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### **Related Statutes, Policies, or Requirements**

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*Supplements* [\*\*University Rule 29.01.99.M1\*\*](#)

Also see:

University SAP [29.01.99.M1.09](#)

University SAP [29.01.99.M1.18](#)

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### **Contact Office**

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Contact [Information Technology Issues Management](#) for SAP interpretation or clarification.

OFFICE OF RESPONSIBILITY: [Vice President and Associate Provost for Information Technology](#)