

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV D-4
How Do I Report Lost or Stolen Information Technology Asset or Equipment?		

A. Brief Description

The below procedures and guidelines for reporting stolen information technology equipment are in compliance with the District’s established guidelines.

B. How To

1. If an information technology asset is stolen or lost, the user of the asset shall report the loss or theft immediately to the Sheriff’s Office and the Vice President of Administrative Services.
2. In the case of a theft, the Sheriff’s Office shall file an incident theft report. The Vice President of Administrative Services shall complete a loss report. The Vice President of Administrative Services shall inform the College Information Technology Department.
3. If a report is filed, the report shall identify specifically what type of data information was kept on the asset in order to determine the need for further action relating to data security and confidentiality.
4. If possible, the Vice President of Administration may request the Information Technology Department to activate the “kill switch” on the asset in order to ensure that there is no misuse or tampering of data in the asset by an unauthorized user.
5. If it is determined that the data on the asset includes highly sensitive or confidential information, the Vice President of Administration shall immediately report the loss or theft to the College President. The College President and the Vice President shall further consult and coordinate the need to report and take further action with the Office of General Counsel.
6. Depending on the nature of the confidential information (financial, student or personnel records) the College President and Vice President of Administration will further consult with the Human Resources Department, Business Services Office and Chief Financial Officer.
7. The Loss or theft must also be reported to the District Asset Accounting Unit in order for the asset to be removed from the asset financial accounting ledger.