

Best Practices Guide for Control of Attractive/Sensitive Items:

Introduction and Definition

Attractive and/or sensitive items are defined as expendable items with a useful life of less than one year and/or an acquisition cost of less than \$5,000. These items are not capital assets. Given the attractive and/or sensitive nature of the items, departments must keep track of the property due to various reasons, including:

- Item contains sensitive data
- Item is prone to theft or to go “missing”
- Control of item is required by regulation

Risk Assessment

Identifying and tracking attractive items will serve to help deter theft, assist with control of items, provide valuable information to authorities should something be stolen, and also may be useful for insurance purposes. Accountable Officers must ensure that their departments perform a risk assessment to determine if they need to track attractive/sensitive items. Departments should also perform a cost/benefit analysis to determine the means of tracking the items.

Things to consider to evaluate risk:

- Is the item portable?
- Does the item have personal value?
- Is the item high technology or popular?
- Have these items gone missing before?
- How accessible are these items? (Open area vs closed office)
- Does the item contain sensitive data?
- Does the item contain hazardous items (radiation)?
- The age and cost of items

Recording and Tracking of Attractive/Sensitive Items

When the department recognizes a need to track attractive and/or sensitive items they should:

- Use a unique identifier and attach to the item with a label or if appropriate etching of the item. If unable to attach/etch the unique identifier notate as non-tagable
- Use a system of record (Excel, Access, etc) to maintain a repository of information along with inventory records of the item(s) to be tracked. The record should contain information about the item. The below is suggested minimum information to be maintained.
 - Description of Item
 - Manufacturer

- Model
- Serial ID/VIN
- Type of Item (Computer/Tablet/Artwork/etc)
- Date Acquired
- Cost
- Condition (New, Good, Fair, Poor, Broken)
- Inventory Dates
- Project ID (If purchased using Grant)
- Custodian
- Location
- Whether On/Off Campus
- Date Disposed
- Other information the department may wish to record and maintain in the record for the item may be:
 - USML
 - ITAR
 - HIPAA
 - Hazardous Materials (radioactive/corrosive)
 - Any other required by regulations for your area
 - Purchase Order/Voucher Information
- Perform an annual inventory of the attractive items and keep record of those items which are unlocated
- Property used off-site should have a check out/in process.
- Documentation of the chain of custody must be maintained throughout ownership and at final disposal.
- Expense Account numbers have been created to use when purchasing Tablets and Firearms that are deemed to be attractive items.

Inventory of Attractive Items

An annual inventory of attractive items must be performed by the department by an individual who is NOT the custodian (user) of the attractive item.

- Listing of all eligible items should be generated.
- The department's individual to inventory will
 - Physically view each item
 - Record the physical location of the item
 - Record the condition
 - Use the inventory listing to update the Department's Attractive Item system of record to record the last date inventoried.

Disposal of Attractive Items

When an Attractive and/or Sensitive Item is no longer needed the department must follow the standard procedures of advertising on property@listserv.usf.edu for three days. If no one claims the item, the department should do the following

- For items which may contain sensitive data (Tablets/Computers/Printers/ Copiers/Phones), follow the guidance provided by IT in ISSP-009 Electronic Data and Media Disposal On their [Procedures & Standards website](#).
- For items which do not contain sensitive data, the department must use an approved supplier which will follow proper recycling procedures and ecologically sound disposal processes.
- Before or at the time the supplier picks up the items the department **MUST** remove the attached unique identifier. If etched the unique identifier should be etched through to be illegible. This is most important for anything which would identify it as once belong to the University.
- When the supplier picks up the item(s), the department should obtain a certificate of disposal which lists the items the supplier is removing.
- The department must record the USF Employee who witnessed the disposal.

Record Retention for University Audit and Compliance

Record retention policies and procedures are located on the [Procurement website](#)