



Date:

Upon completion of this form, please email to DoIT-Securityofficers@doit.nm.gov

Administrative Code requires all users of State IT resources are to immediately report loss or theft of state-owned IT asset to the user’s supervisor and to the DoIT Help Desk at (505) 827-2121 or Enterprisesupportdesk@doit.nm.gov. This form must be completed and signed by the Agency Chief Information Officer (CIO). Please note if the asset was stolen, user must contact local law enforcement agency to report the theft and receive a crime report case number. Upon loss of or in event of loss of an IT asset by theft, the agency CIO shall work with the DoIT CISO to identify the nature of the data exposed. The loss of confidential or sensitive data shall be reported to the agency executive management for directions.

Loss / Theft / Damage - Report By

Agency Name:	Agency Business Unit:
Employee Name:	Employee Number:
Position/Title:	Division/Bureau:
Office Phone No.:	Office Cell No.:
Email:	

Incident Information

Incident Date:	Time of Incident (AM/PM):
Reported Date:	Time Reported (AM/PM):
Incident Location:	
Address:	
City and State:	
Incident Details/Description:	

