

## DAS Statewide Policy

**SUBJECT:** Information Technology Asset Inventory/Management    **NUMBER:**    IRM 107-004-010

**DIVISION:** Information Resources Management Division                      **EFFECTIVE DATE:**    4-20-04

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**APPROVED:**    *Signature on File*

**POLICY/  
PURPOSE:**

State law requires the Department of Administrative Services Information Resources Management Division (DAS IRMD) to ensure that all state-owned information technology (IT) assets are inventoried, tracked, and managed throughout each IT asset's lifecycle.

Through this policy, and its attachments, DAS IRMD is establishing the baseline standards by which agencies will manage, and collect and report information about the IT Assets under agency control.

Agencies will establish IT Asset Management programs and procedures for acquiring, deploying, tracking/managing, and disposing of IT-related assets under its control. Agencies will periodically collect and report a compilation of information about its current IT Assets and its planned IT investments to DAS IRMD following a published state government-wide schedule. Agencies may establish additional written policies, standards, processes and procedures as necessary to accomplish agency business objectives.

**POLICY  
CONTEXT:**

In support of the Governor's priorities relating to government efficiency and effectiveness, the State Enterprise Information Resources Management Strategy and to fulfill state obligations under ORS 184.473-184.475 - the Department of Administrative Services (DAS), through the State Chief Information Officer, will review and analyze State government-wide IT Asset Inventory/Management information submitted by each state agency to efficiently and effectively:

- a. Track and report the "state of the state's" IT assets on a routine basis
- b. Provide general guidance to state agencies for managing key asset types including hardware, software, business systems, and data
- c. Provide specific guidance to state agencies for calculating and reporting on the total cost of ownership of state IT assets throughout the asset life cycle\*
- d. Leverage the state's purchasing power by knowing the state government-wide need, and the volume and timing of need for future IT hardware and software purchases
- e. Ensure software license optimization and compliance
- f. Establish an initial, current and disposal value for the state's IT assets
- g. Plan for a common, shared, state government-wide information technology infrastructure; and
- h. Acquire the information needed for state government-wide information resources management decision-making

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**POLICY NAME:** Information Technology Asset  
Inventory/Management

**POLICY NUMBER:** IRM 107-004-040

**POLICY  
CONTEXT  
(Continued):**

\* The establishment of a common framework for calculating, managing, reporting and reducing the total cost of ownership of IT assets (lifecycle costs) by all state agencies will be established in subsequent revisions to this policy or through a separate policy specifically addressing this Information Resources Management discipline.

Additionally, it is expected that other programs designed to leverage the information provided through the implementation of this ITAM policy will be established.

**AUTHORITY:**

ORS 184.305, 184.340, 184.473-184,477, 283.500, 283.505, 283.510, 291.018, 291.026, 291.032, 291.034, 291.037, 291.038, 291.110, 291.990. Executive Orders: 01-25, 00-02, 99-05, 98-05. Additionally, the inventory and management of all IT assets are subject to the DAS State Controller's Division (SCD) Oregon Accounting Manual (OAM) Policies and Procedures: 10.50.00, 10.55.00, 10.60.00, 15.50.00, 15.55.00, 15.60.10, 15.60.40; DAS Risk Management Division - Property Self-Insurance Policy Manual 125-7-101: Section VII – Special Plan for Electronic Data Processing (EDP); DAS Risk Management Division – Policy Interpretation 1-101: Special Plan for Information Technology (IT) Systems; and, DAS Surplus – Computer Equipment Disposal policy 107-009-010.

**APPLICABILITY:**

All Executive Branch agencies with the exception of the Oregon University System and K-12 education districts.

**ATTACHMENTS:**

- Attachment 1: Information Technology Asset Management-related Glossary of Terms
- Attachment 2: Information Technology Asset Inventory Mandatory Attributes
- Attachment 3: Information Technology Asset Management-Related Architecture and Standards Document
- Attachment 4: Minimum Information Technology Asset Management Performance Standards)
- Attachment 5: State government-wide ITAM Inventory Submission Schedule

**DEFINITIONS:**

**“Ancillary Charges”** means, costs necessary to put a capital asset into use such as freight and handling, insurance in transit, and assembly or installations costs which are capitalized as part of the asset.

**“Capital Assets”** means, tangible or intangible assets used in agency operations that have initial estimated useful lives beyond a single year and an initial cost (inclusive of ancillary charges) of at least \$5,000. (*OAM Glossary: 65.00.00.RF*)

**“Embedded Technology”** means, microprocessors that are designed into other products and equipment that are not themselves computers.

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**DEFINITIONS**  
**(Continued):**

**“IT Assets”** means, all present and future forms of computer hardware, software and related items used for business data processing and office automation which have the ability to connect, either directly or through a Local Area Network (LAN), to the State of Oregon’s Wide Area Network (WAN) except devices with embedded technology.

**“IT Asset Inventory”** means, the process of discovering and verifying information about an organization’s information technology asset (e.g. hardware, software, applications, data, etc.) through manual and/or automated means.

**“Non-Capital Assets”** means, tangible or intangible property used in agency operations having an initial estimated useful life beyond a single fiscal year and having an initial cost (inclusive of ancillary charges) of less than \$5,000. *(OAM Glossary: 65.00.00.RF)*

**“Physical Inventory”** means, physical verification of all items listed on agency inventory records. *(OAM Glossary: 65.00.00.RF)*

**“IT Asset Management Program”** means, a system of integrated management processes, strategies and technologies that enables an enterprise to manage its assets throughout their lifecycle.

**“Lifecycle”** means, the series of stages in form and functional activity through which something passes during at least four stages of its lifetime (acquisition, deployment, management/support, disposal/retirement) including budget development and fiscal tracking of these stages.

**“Agency IT Asset Inventory/Management (ITAM) Coordinator”** means, the agency staff member responsible for the collection, management and reporting of Information Technology Asset Inventory-related information, and agency central point of contact/coordinator with DAS/IRMD in matters relating to IT asset inventory and management.

**(See Attachment 1: Glossary of Terms for additional definitions)**

**GUIDELINES:**

- I. To fulfill agency responsibility to ensure that the State’s IT-related assets are properly procured, accounted for, classified, inventoried, reported, and controlled, the agency head of each agency shall establish an IT Asset Management Program and identify an Agency ITAM Coordinator.

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### GUIDELINES (Continued):

- II. Agencies will develop and submit copies of Agency IT Asset Inventory/Management-related processes/procedures and any additional agency-specific policies beyond this Statewide ITAM Policy to DAS IRMD for review no later than three months following the effective date of this policy. This information will be used to improve statewide IT Asset Management-related policies over time.
- III. Agencies will establish standard lifecycles for agency IT assets. Further, Agencies will develop and submit a Lifecycle Replacement Plan for all assets included in the agency IT asset management program to IRMD at the same time the agency submits its 2005-2007 biennial agency request budget document and in each subsequent biennial agency request budget documents thereafter.
- IV. Newly purchased IT-related assets that are intended to be included in the Agency's ITAM Program must be tagged (with an agency or State of Oregon identification tag) prior to agency deployment of the IT asset in the agency's computing environment. (Note: If an agency utilizes agency specific asset tags, the agency shall ensure that the Agency number assigned by the DAS/State Controller's Division is added to the asset tag number/unique identifier (in the database field, spreadsheet cell, etc.) prior to sending/reporting the information to DAS/IRMD.)
- V. Existing IT-related assets meeting the definition of capital assets must be tagged with a State of Oregon identification tag and property control number, listed on the capital asset property inventory, and physically inventoried at least annually. Agencies will affix an agency or State of Oregon asset tag to all IT-related Capital assets by December 31, 2004. (Note: If an agency utilizes agency specific asset tags, the agency shall ensure that the Agency number assigned by the DAS/State Controller's Division is added to the asset tag number/unique identifier (in the database field, spreadsheet cell, etc.) prior to sending/reporting the information to DAS/IRMD.)
- VI. Agency management is responsible for establishing procedures to issue and inventory IT-related assets (capital and non-capital) assigned to employees. In addition to the required Capital Asset inventory, agencies shall maintain an inventory of all IT-related assets, typically classified as non-capital (e.g. Desk and Laptop computers, Cell phones, Personal Digital Assistants/palm pilots, software, etc.) assigned to state employees, contractors, and volunteers and will make such inventory available for audit. Note: The minimum types of IT assets to be included in the Agency ITAM program is identified in Attachment 2 to this policy, which will be updated periodically by DAS IRMD.

Records of IT-related assets assigned to employees will be updated annually. The record will be used to document and assure that all property is returned to the State upon employee termination.

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### GUIDELINES

#### (Continued):

To assist with this task, agencies will affix an agency or State of Oregon identification tag to all IT-related Non-Capital Assets by June 30, 2005. (Note: If an agency utilizes agency specific asset tags, the agency shall ensure that the Agency number assigned by the DAS/State Controller's Division is added to the asset tag number/unique identifier (in the database field, spreadsheet cell, etc.) prior to sending/reporting the information to DAS/IRMD.)

- VII.** Agencies will collect and track, at minimum, the information required in Attachment 2, the "Information Technology Asset Inventory Mandatory Attributes" and report that information to DAS/IRMD according to a published state government-wide schedule. The required IT-Asset information (mandatory attributes) to be reported will be increased (or modified) over time.

IT asset information detail required for an agency to efficiently and effectively manage its information technology operations (assets) is expected to exceed the level of detail required at the state government-wide level.

- VIII.** Agencies will conduct a physical inventory to reconcile IT Asset Inventory information on-hand for all Capital Assets at least annually in compliance with the Oregon Accounting Manual requirements.

Agencies will conduct a physical inventory to reconcile IT Asset Inventory information on-hand for all IT-related Capital and Non-Capital Assets, prior to the conclusion of each biennium.

A physical inventory reconciliation report will be reported to DAS/IRMD according to a state government-wide published schedule. Discrepancies should be investigated. Documentation support that a physical inventory has been taken, for all locations, should be retained in the agency's central accounting office.

- IX.** Agencies will ensure that appropriate software licensing agreements for software used by agency employees are in place and that the agency is in compliance with those agreements.
- X.** Follow established agency policies & procedures for (or contact the DAS Information Resource Management Division (IRMD) for instructions on recommended practices for) deleting data from hard-drives prior to property transfer, exchange, or disposal/surplus.
- XI.** Agencies will, prior to transferring, exchanging or disposing of an IT-related asset (according to the agency established lifecycle), review and follow the relevant DAS/State Controller's Division policies and the DAS Surplus – Computer Equipment Disposal policy.  
([http://tpps.das.state.or.us/surplus/CRT\\_policy.pdf](http://tpps.das.state.or.us/surplus/CRT_policy.pdf) )

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**PROCEDURES:**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
1.	Agency Head	<ul style="list-style-type: none"><li>Establish an IT Asset Management Program and appoint an Agency IT Asset Inventory/Management (ITAM) Coordinator. Submit the ITAM Coordinator's name and contact information to DAS IRMD no later than thirty days from the effective date of this policy.</li></ul>
2.	Agency Head or Agency ITAM Coordinator	<ul style="list-style-type: none"><li>Submit copies of Agency IT Asset Inventory/Management policies and procedures to DAS IRMD for review no later than ninety days from the effective date of this policy.</li></ul>
3.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>Collect and report IT Asset Inventory/Management Information to DAS IRMD on a published state government-wide schedule (Attachment 5).</li></ul>
4.	IRMD Analyst	<ul style="list-style-type: none"><li>Review, consolidate, analyze and publish regular reports on State government-wide IT Asset Inventory/Management information.</li></ul>
5.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>Review the State government-wide IT Asset Inventory/Management report published by DAS/IRMD for accuracy and notify DAS/IRMD of any discrepancies.</li></ul>
6.	Agency Head or Agency ITAM Coordinator	<ul style="list-style-type: none"><li>Develop and submit a Lifecycle replacement plan to IRMD at the same time agency submits its biennial agency request budget document (Submission dates for each agency established as part of State Budget Instructions)</li></ul>
7.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>Conduct a physical inventory of IT assets (Capital &amp; Non-Capital on two different schedules), validate agency IT Asset Inventory/Management Information and create an annual IT Asset Inventory/Management reconciliation report for Agency Head certification.</li></ul>
8.	Agency Head	<ul style="list-style-type: none"><li>Certify that the agency is in compliance with software licensing agreements/requirements and that the IT Asset Inventory/Management reconciliation report is complete and accurate.</li></ul>
9.	Agency Head or Agency ITAM Coordinator	<ul style="list-style-type: none"><li>Submit validated &amp; certified annual IT Asset Inventory/Management reconciliation report to DAS/IRMD.</li></ul>

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**Submit IT Asset Inventory/Management-related Information to IRMD Analyst at:**

Department of Administrative Services  
Information Resources Management Division  
Attn: Enterprise Planning and Policy  
1225 Ferry Street SE  
Salem, OR 97301

Or by e-mail to:

<mailto:Sean.L.McSpaden@das.state.or.us>



Term	Definition
<b>Application:</b>	A program or group of programs that perform specific task or functions.
<b>Application Server:</b>	Hardware and software platforms dedicated to a specific type of application processing, groupware systems, custom business applications or mail service.
<b>Bridge:</b>	A network device that connects two separate networks.
<b>Browser:</b>	Software which accesses and displays documents located on the Internet or the Intranet.
<b>Cabling:</b>	The physical wire that connects components of a network.
<b>CD-ROM:</b>	High-capacity read-only memory in the form of an optically read compact disk.
<b>CDRW:</b>	High Capacity Read/Write memory in the form of an optically recorded compact disk.
<b>Central Processing Unit (CPU):</b>	The part of a computer that includes the circuits that control the interpretation and execution of instructions. Also known as the processor or processing unit.
<b>Client:</b>	A client is the requesting program or user in a client/server relationship.
<b>Client-Server:</b>	A computing model where functionality is divided between software clients and software servers. Clients depend on the services provided by servers such as another application, component, or database to complete the intended function.
<b>Controller:</b>	A device that coordinates and controls the operation of one or more input/output devices, and synchronizes the operation of such devices with the system as a whole.
<b>Data:</b>	Factual information organized and used for transaction, analysis, and decision support.
<b>Database Management System (DBMS)</b>	Software and data storage facility which organizes and manages data storage, structure, access, and security.
<b>Database Server:</b>	Hardware and software platforms dedicated to database access.
<b>Database:</b>	A collection of data with a given structure for accepting, storing, and providing, on demand, data.
<b>Desktop Computer:</b>	A computer designed to fit comfortably on top of a desk; two common types are the tower model and the table top model. Table top model computers are broad and low, tower model computers are narrow and tall. May also be referred to as a Personal Computer.
<b>E-mail:</b>	Electronic mail messages in the form of text, documents, images, and other electronic files.
<b>Embedded Technology :</b>	Also known as "Embedded Computers" contain microprocessors that are designed into other products and equipment that are not themselves computers.
<b>Enterprise Server :</b>	Typically a large, scalable computer with multiple processors and client-server communications architecture.
<b>File Server:</b>	See Server
<b>Firewall:</b>	One or more computer systems placed between trusted and non-trusted networks in order to prevent unauthorized access to networks and systems.
<b>Gateway:</b>	Hardware or software that handles communication between two dissimilar protocols.
<b>Groupware:</b>	Software that provides the infrastructure to work collaboratively and share information electronically, regardless of where they are geographically located.
<b>Hardware:</b>	The physical, touchable, material parts of a computer or other system
<b>Hub:</b>	A hub joins multiple computers (or other network devices) together to form a single network segment.
<b>Information Technology (IT):</b>	Includes, but is not limited to, all present and future forms of computer hardware, software and related services for data processing, office automation, and telecommunications but does not include Embedded Technologies.
<b>IT Assets:</b>	Include, but are not limited to, all present and future forms of computer hardware, software and related items used for business data processing and office automation but does not include devices with Embedded Technology.



<b>IT Asset Disposal:</b>	A process that ensures that assets are disposed of systematically, timely and accurately to ensure proper accountability.
<b>IT Asset Inventory:</b>	The process of discovering and verifying information about an organization's information technology asset (e.g. hardware, software, applications, data, etc.) through manual and/or automated means
<b>IT Asset Management:</b>	A system of integrated management processes, strategies and technologies that enables an enterprise to manage its assets throughout their lifecycle.
<b>IT Asset Repository:</b>	<p>A repository which contains information on the physical, financial and contract information associated with an organization's IT assets.</p> <ul style="list-style-type: none"> <li>• The physical data may include information about inventory management, version control, software distribution, license tracking, usage monitoring and retirement.</li> <li>• The financial component may cover procurement, budget, cost and charge-backs.</li> <li>• The contractual component may cover license compliance, contract maintenance, supplier management.</li> </ul>
<b>IT Asset Retirement:</b>	The process of identifying and removing dormant assets from the IT environment that accrue costs without providing benefits.
<b>IT Asset Tracking:</b>	Once IT asset data is obtained through auto-discovery and/or a physical inventory, asset tracking involves the process of recording all future installs, moves, adds and changes to ensure that the asset repository remains accurate and up to date.
<b>IT Auto-Discovery:</b>	The process by which tools/programs find and inventory IT Assets that are connected to the network.
<b>Intranet:</b>	A web site or group of web sites.
<b>Laptop:</b>	A small, portable computer sometimes referred to as a notebook computer, typically with display unit built in – small enough that it can sit on your lap.
<b>Lifecycle:</b>	The series of stages in form and functional activity through which something passes during its lifetime. Typically IT asset lifecycle involves at least four stages: Acquisition, Deployment, Management/Support, retirement.
<b>Lifecycle Management:</b>	The practice of managing an organization's IT assets through the lifecycle of Acquisition, Deployment, Management/Support, Retirement
<b>Local Area Network (LAN):</b>	A geographically limited communication network that connects users within a defined area.
<b>Mainframe:</b>	A powerful computer, used in a multipurpose environment at the corporate or major divisional level. A mainframe is a large-scale computer typically containing a large quantity of main memory and disk storage and is able to support thousands of simultaneous users.
<b>Metropolitan Area Network (MAN):</b>	A data network designed for a town or city. In terms of geographic breadth, MANs are larger than local-area networks (LANs), but smaller than wide-area networks (WANs).
<b>Midrange:</b>	A large computer, smaller than a mainframe with communications architecture like a mainframe but which is substantially smaller in computing capacity.
<b>Monitor:</b>	A monitor is a computer output surface and projecting mechanism that shows text and often graphic images to the computer user, using a cathode ray tube (CRT), liquid crystal display (LCD), light-emitting diode, gas plasma, or other image projection technology. May also be referred to as a display.
<b>Network:</b>	A collection of computers and other computer related devices that are able to communicate with each other over some transmission media.
<b>Network Operating System (NOS):</b>	Software that is used to link files, computers, and other devices over a LAN or WAN.
<b>Operating System (OS):</b>	Software that performs basic functions on a platform, such as accepting input from the keyboard, sending output to a screen, managing files and directories on disks, and controlling other devices such as printers.
<b>Personal Digital Assistant (PDA):</b>	A handheld device that combines computing, telephone/fax, Internet, networking and other features
<b>Peripheral:</b>	A type of computer hardware that is added to the computer, in order to expand its abilities. More specifically the term is used to describe those devices that are optional in nature, as opposed to hardware that is either demanded, or always required in principle.
<b>Personal Computer (PC):</b>	A laptop or desktop computer plus components such as a monitor, keyboard, mouse, modem and other parts. A personal computer may be connected to a local are network or be a stand-alone workstation.
<b>Physical Inventory:</b>	The verification of existence and location of an asset by physical or electronic means.



<b>Printer:</b>	A device which takes computer information and prints it on paper.
<b>Print Server:</b>	Hardware and software that manages shared printers on a network.
<b>Router:</b>	The combination of hardware and software that links LANs and WANs together.
<b>Security:</b>	Measures and controls that ensure confidentiality, integrity, and availability of information system (IS) assets including hardware, software, firmware, and information being processed, stored and communicated. The application of hardware, firmware and software security features to a computer system in order to protect against, or prevent, the unauthorized disclosure, manipulation, deletion of information or denial of service.
<b>Server:</b>	A computer in a network that is used to provide services to other computers in the network. Such as, access to files, shared peripherals (e.g. printers), the internet (web services), application, data/databases, the routing of e-mail. Also a computer program that provides services to other computer programs in the same or on other computers.
<b>Service Level Agreement (SLA):</b>	An agreement among two or more parties that establishes measurable levels of service and expectations for that service.
<b>Software Distribution:</b>	The process of propagating software installation, upgrades, and maintenance to each workstation that needs it.
<b>Software Management Tools:</b>	Tools which provide version control, configuration management, and software distribution services.
<b>Software:</b>	The detailed instructions given to operate a personal computer, mainframe or server.
<b>Thin Client:</b>	A two-tier client/server model for application design in which most of the computer code is executed on a server and the client process is limited to the software that provides the user presentation only.
<b>Total Cost of Ownership:</b>	A type of calculation designed to help consumers and enterprise managers assess both direct and indirect costs and benefits related to the purchase of any IT asset.
<b>Vendor:</b>	The provider of goods or services.
<b>Version Control:</b>	The process of controlling, maintaining, and documenting maintenance and updates to computer software programs.
<b>Web:</b>	An abbreviation for the Internet's World Wide Web. The World Wide Web is the universe of accessible information available on many computers spread through the world and attached to the Internet.
<b>Website:</b>	Any machine on the internet that is running a Web Server to respond to requests from remote web browsers is a Web Site.
<b>Wide Area Network (WAN):</b>	Provides connectivity services across a large geographical area. A wide area network includes communications lines and equipment up to and including the router at a particular end user site, excluding local area networks (LANs).



Asset	Agency Minimum Attribute Tracking Requirements		
Type	Physical	Financial	Examples
Personal Computer (PC)	Asset Tag# or Unique Identifier Type: Desktop/Laptop/Thin Client Device Manufacturer Model # Description CPU Disposal Date Disposal Reason: End of Life/Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Unique Identifier#:A107241 Type: Desktop Manufacturer: Dell Model # : GX270 Description : Optiplex Desktop CPU : 2.8 Ghz
Printer/ Plotters	Asset Tag# or Unique Identifier Type: Inkjet/Laserjet/Impact Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: D51453 Type: Laserjet Manufacturer: HP Model #: 1150 Description: Monochrome
Network Router	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag# : A103663 Manufacturer: Cisco Model #: 1720 Description: 10/100
Network Switch	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: A105696 Manufacturer: Cisco Model #: 6509 Description: 9 slot Catalyst
Network Hub (CAU/ LAM)	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag #: E03280 Manufacturer: Cisco Model #:1538 Description: 8 Port Stackable 10/100 Microhub



Asset	Agency Minimum Attribute Tracking Requirements		
Type	Physical	Financial	Examples
Network Bridge (Wired/Wireless)	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag# : Manufacturer: Cisco Model #: 1400 Description: Aironet Wireless Bridge
Network Gateway	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: Manufacturer: Cisco Model #:AS5350 Description: Universal Gateway
Mainframe	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: Manufacturer: IBM Model #: 2066-001 (Z800) Description: CPU
Mainframe Controllers	Asset Tag# or Unique Identifier Manufacturer Model # Description Disposal Date Disposal Reason: End of Life/ Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: Manufacturer: IBM Model #: 3174 Description: Controller
Mainframe Tape Storage	Asset Tag# or Unique Identifier Manufacturer Model # Description Capacity Disposal Date Disposal Reason: End of Life/Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: Manufacturer: IBM Model #: 3490 Description: Cartrige Tape Drive Capacity:180GB (cache)



Asset Type	Agency Minimum Attribute Tracking Requirements		Examples
	Physical	Financial	
Mainframe Disk Storage	Asset Tag# or Unique Identifier Manufacturer Model # Description Capacity Disposal Date Disposal Reason: End of Life/Theft/Loss/ Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: Manufacturer: Hitachi Model #: 7700E Description: DASD Capacity: 1.66 TB
Server	Asset Tag # or unique identifier Type: File/Print/Web/ Database/ Firewall/E-mail/ Application Manufacturer Model # Description: Disposal Date Disposal Reason: End of Life/Theft/Loss/Damage	Date of purchase Purchase/Lease Cost	Asset Tag#: A107524 Type: Application Manufacturer: Dell Model #: 2650 Description: PowerEdge



## **Emerging Concept**

Oregon State government is just beginning its Statewide Technical Architecture development effort. A decision has been made to adopt the architecture format developed by the National Association of State Chief Information Officers (NASCIO) through its Adaptive Enterprise Architecture Development Program. Initiatives are underway to develop architecture in several domain areas with more efforts on the horizon.

Previously, the State of Oregon used a format called the Oregon Information Technology Standards Directory. The directory recorded information technology standards in use throughout state government. It did not attempt to describe the overarching precepts and business conclusions drawn out by the NASCIO model.

## **Sponsorship and Participation**

Oregon's Statewide Technical Architecture is being developed jointly by the State Chief Information Officer and the state's Chief Information Officer Council (CIOC). The CIOC is comprised of Chief Information Officers from many of the state's agencies. Under direction of the CIOC, various Domain Teams comprised of subject matter experts from across Oregon State government are collaboratively developing architecture subject areas.

## **Objective**

The architecture is a repository for a consistent set of guidelines (concepts, principles, policies, methodologies, interfaces, performance expectations and standards) for use in designing information technology infrastructure and systems. The architecture is intended to reduce costs, improve the availability and performance of applications, allow interoperability, improve the ability to share data, and reduce staff training needs.

The IT Asset Management-Related Architecture and Standards document is available at: [http://www.das.state.or.us/DAS/IRMD/cioc\\_initiatives\\_ITAM\\_index.shtml](http://www.das.state.or.us/DAS/IRMD/cioc_initiatives_ITAM_index.shtml)



**Minimum Information Technology Asset Management Performance Standards** are those business actions required to assure the efficiency and effectiveness of state government operations and establish an essential level of management responsibility and accountability for acquiring, deploying, tracking/managing, and disposing of IT-related assets under agency control.

**To fulfill Agency obligations under this Statewide IT Asset Management Policy, Agencies will, at minimum:**

- Comply with this Statewide IT Asset Inventory/Management Policy
- Reference the creation of a formal IT Asset Management Program within the agency and identify an Agency ITAM Coordinator in all agency IT asset inventory/management-related process and procedure documents
- Create, document and communicate IT Asset Inventory/Management processes/procedures that provide sufficient guidance for agency staff to understand their respective IT Asset Management Program roles, responsibilities, and obligations to the Agency and to DAS/IRMD.
- Create and document standard lifecycles for agency IT assets (PC's, Servers, Mainframes, etc.) and mandate the creation of an agency PC Lifecycle replacement plan to be submitted to IRMD at the same time the agency submits its biennial agency request budget document.
- Create and document process/procedure (manual and automated) agency intends to use to collect, track, and report, at minimum, the information required in Attachment 2, the "Information Technology Asset Inventory Mandatory Attributes".

Note: IT asset information detail required for an agency to efficiently and effectively manage its information technology operations (assets) is expected to exceed the level of detail required at the state government-wide level.

- Create and document process/procedure agency intends to use to affix an agency or State of Oregon identification tag to:
    - newly purchased IT-related assets (Tagging required prior to deployment in the computing environment)
    - existing capital assets (Tagging required by December 31, 2004. Also requires the issuance and use of a property control number)
    - existing non-capital assets (Tagging required by June 30, 2005.)
- (Note: If an agency utilizes agency specific asset tags, the agency tag numbers must begin with the Agency number assigned by the DAS/State Controller's Division.)
- Create and document process/procedure agency intends to use to physically inventory and reconcile IT asset inventory information on hand for:
    - Capital Assets (Inventory must be conducted at least annually in compliance with the Oregon Accounting Manual Requirements. Use of property control number is also required.)
    - Non-Capital Assets (Inventory required prior to the conclusion of each biennium per this Statewide IT Asset Management Policy).



Note: A physical inventory reconciliation report must be reported to DAS/IRMD according to Attachment 5. Discrepancies should be investigated. Documentation support that a physical inventory has been taken, for all locations, should be retained in the agency's central accounting office.

- Create and document process/procedure agency intends to use to issue IT-related assets (capital and non-capital) to employees, to inventory and update these records on an annual basis, and to review these records to assure that all property is returned to the State upon employee termination or transfer out of the agency.

(Note: The minimum IT asset types to be included in the Agency ITAM program is identified in Attachment 2 to this policy, which will be updated periodically by DAS IRMD.)

- Create and document the process/procedure agency intends to use to ensure that appropriate software licensing agreements for software used by agency employees are in place and that the agency is in compliance with those agreements.
- Create and document the process/procedure agency intends to use for deleting data from hard-drives prior to property transfer, exchange, or disposal/surplus.
- Create and document the process/procedure the agency intends to use transfer, exchange or dispose of an IT-related asset (according to the agency established lifecycle).



**Submission Schedule:**

May 14, 2004 - Agency ITAM Coordinator name and contact information

June 30, 2004 - Initial inventory report and copies of Agency IT Asset Inventory/Management policies and procedures.

October 29, 2004 – Inventory report

December 31, 2004 – Inventory report, Agency software licensure compliance certification, and confirmation that all IT-related agency capital assets have been tagged.

March 31, 2005 – Inventory report

June 30, 2005 – Inventory report, validate and certified physical inventory reconciliation report, and confirmation that all IT-related agency non-capital assets have been tagged.

**Submit IT Asset Inventory/Management-related Information to IRMD Analyst at:**

Department of Administrative Services  
Information Resources Management Division  
Attn: Enterprise Planning and Policy  
1225 Ferry Street SE  
Salem, OR 97301

Or by e-mail to:

<mailto:Sean.L.McSpaden@das.state.or.us>