



State of Oregon

**Attachment 1: Annual Statewide IT Asset Inventory
Submission Schedule (2011 Update)**

Annual Due Dates	Description of Item(s) Due
<ul style="list-style-type: none"> • June 30, 2011 for the 2011 Reporting Period • June 30th each year thereafter 	Each agency will provide DAS EISPD with the name and general contact information of their Agency ITAM Coordinator.
<ul style="list-style-type: none"> • October 31, 2011 for the 2011 Reporting Period • July 31st each year thereafter 	Each agency will provide DAS EISPD with a copy of their IT asset inventory report. The report will include an agency confirmation that: 1) all agency capital and non-capital IT assets have been tagged; and 2) that appropriate software licensing agreements for software used by agency employees are in place, and that the agency is in compliance with those agreements.
<ul style="list-style-type: none"> • December 31, 2011 for the 2011 Reporting Period • September 30th each year thereafter 	DAS EISPD will create and provide agencies with an EISPD – Statewide consolidated IT Asset Inventory/Management Report.
<ul style="list-style-type: none"> • February 29, 2012 for the 2011 Reporting Period • October 31st each year thereafter 	Each agency will provide DAS EISPD with feedback on the current Statewide consolidated IT Asset Inventory /Management Report.

Flexible Due Dates	Description of Item(s) Due
Flexible	As new or updated Agency IT Asset Inventory/Management policies and procedures are created, submit them to DAS EISPD for review and comment.
Submission dates are defined by the State Budget Instructions	Develop and submit a Lifecycle replacement plan to DAS EISPD at the same time the agency submits its biennial agency request budget document.

DAS EISPD Contact Information

Department of Administrative Services
Enterprise Information Strategy & Policy Division
IT Investment & Planning
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Phone: 503-378-4542

Website Address: <http://www.oregon.gov/DAS/EISPD/ITIP/index.shtml>