

<b>SUBJECT:</b> Information Technology Asset Inventory & Management	<b>NUMBER:</b> 107-004-010
<b>DIVISION:</b> Enterprise Information Strategy & Policy Div.	<b>EFFECTIVE DATE:</b> 09-08-08
<b>APPROVED:</b> Scott Harra, DAS Director ( <i>signature on file with DAS Business Services</i> )	

**POLICY/PURPOSE:** This policy establishes standard methods and timeframes that state agencies will use to manage, collect, and report their information technology (IT) asset information.

Agencies will establish IT Asset Management programs and procedures to track the acquisition, deployment, management, and disposition of all IT assets under their control. Agencies will collect and report information about their IT assets and planned IT investments to the Department of Administrative Services (DAS) Enterprise Information Strategy and Policy Division (EISPD).

**AUTHORITY:** ORS 184.473-184.477

**APPLICABILITY:** This policy applies to every Oregon Executive Branch agency, board, or commission, whose costs are paid wholly or in part from funds held in the State Treasury, except the Public Defense Services Commission, the State Board of Higher Education or any state institution of higher education within the Oregon University System, the Secretary of State, the State Treasurer, and the State Lottery.

**ATTACHMENTS:**

- Attachment 1: Statewide IT Asset Inventory Submission Schedule
- IT Asset Management Glossary \*
- IT Asset Inventory – Mandatory Attributes Table \*
- IT Asset Inventory Definition Document and Forms \*
- Exception Process \*

\* The resources listed above can be found at:  
[http://www.oregon.gov/DAS/EISPD/ITIP/ITAM\\_index.shtml](http://www.oregon.gov/DAS/EISPD/ITIP/ITAM_index.shtml)

**DEFINITIONS:** A glossary of definitions and terms can be found at:  
[http://www.oregon.gov/DAS/EISPD/ITIP/ITAM\\_index.shtml](http://www.oregon.gov/DAS/EISPD/ITIP/ITAM_index.shtml)

**GUIDELINES:**

- I. Agencies must:
  - A. Establish an IT Asset Management (ITAM) program,
  - B. Identify an Agency ITAM Coordinator,
  - C. Create an IT Asset Inventory, and
  - D. Establish IT asset lifecycle replacement plans.
- II. Agencies must submit IT asset lifecycle replacement plans along with their biennial agency request budget document.
- III. Agencies must actively manage their software licensing agreements.

**GUIDELINES**

**CONT:**

**Asset Tagging**

**IV.** Agencies must:

- A. Tag all capital and non-capital IT assets with a State of Oregon identification tag and property control number
- B. Add the IT asset to their IT Asset Inventory

**V.** Agencies that utilize non-DAS asset tags must reference the DAS State Controller's Division agency reference number in addition to the asset tag number in their capital asset property inventory.

**Inventory Process**

**VI.** Agencies must inventory all capital and non-capital IT assets at all agency locations, including those IT assets assigned to employees, contractors, and volunteers.

**VII.** Agencies must:

- A. Maintain an inventory of all IT asset information described in the "Information Technology Asset Inventory - Mandatory Attributes" table, and
- B. Report that IT asset inventory information to DAS EISPD according to the schedule described in Attachment 1, "Statewide IT Asset Inventory Submission Schedule".

Note: The level of IT asset information detail required for an agency to efficiently and effectively manage its IT operations and assets is expected to exceed the level of detail required by this policy.

**VIII.** Annually conduct a physical inventory of Capital IT assets, and reconcile that physical inventory with their IT Asset Inventory. Physical inventory of Non-Capital IT assets is also required annually unless agencies are able to conduct an accurate inventory of these assets via automated discovery tools.

**IX.** Agencies should investigate discrepancies between the physical inventory and their IT Asset Inventory.

**Transfer, Exchange, or Disposal of IT-related Assets**

**X.** Agencies must follow relevant DAS State Controller's Division policies and the DAS – Statewide Policy 107-009-0050 on Sustainable Acquisition and Disposal of Electronic Equipment (E-Waste/Recovery Policy).

**Statewide Policy**

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**PROCEDURES:**

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
<u>IT Asset Management Program</u>		
1.	Agency Head	<ul style="list-style-type: none"><li>• Establishes an agency IT Asset Management (ITAM) Program and appoints Agency ITAM Coordinator.</li><li>• Submits the Agency ITAM Coordinator's name and contact information to DAS EISPD, according to the Attachment 1 submission schedule.</li></ul>
2.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>• Collects the agency IT Asset Inventory</li><li>• Develops IT asset lifecycle replacement plan.</li><li>• Submits IT asset lifecycle replacement plan to DAS EISPD at the same time agency submits biennial agency request budget document(s).</li></ul>
<u>Inventory, Data Collection, Review and Reporting</u>		
3.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>• Collects, documents, and reports IT Asset Inventory to DAS EISPD, information described in the "Information Technology Asset Inventory - Mandatory Attributes" table according to the Attachment 1 submission schedule.</li><li>• Annually conducts physical inventory of Capital IT assets.</li><li>• Annually conducts physical or automated inventory of Non-Capital Assets.</li></ul>
4.	EISPD Analyst	<ul style="list-style-type: none"><li>• Reviews, consolidates, analyzes and publishes annual report on Statewide IT Asset Inventory and Management information.</li></ul>
5.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>• Reviews the DAS EISPD Statewide IT Asset Inventory and Management report for accuracy.</li></ul>
<u>Software Licensing and IT Asset Inventory Reporting</u>		
6.	Agency ITAM Coordinator	<ul style="list-style-type: none"><li>• Manages and ensures agency compliance with software licensing agreements.</li><li>• Oversees delivery of IT Asset Inventory and IT asset lifecycle replacement plans to DAS EISPD.</li></ul>

**Statewide Policy**

**Information Technology Asset Inventory & Management**

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**DAS EISPD Contact Information**

Department of Administrative Services  
Enterprise Information Strategy & Policy Division  
IT Investment & Planning  
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955 Center Street NE  
Salem, OR 97301

Email: [IT\\_Investment.Review@das.state.or.us](mailto:IT_Investment.Review@das.state.or.us)

Phone: 503-378-8366

IT Asset Management Website: [http://www.oregon.gov/DAS/EISPD/ITIP/ITAM\\_index.shtml](http://www.oregon.gov/DAS/EISPD/ITIP/ITAM_index.shtml)



Annual Due Dates	Description of Item(s) Due
<ul style="list-style-type: none"> <li>September 30<sup>th</sup> following policy adoption</li> <li>June 30<sup>th</sup> each year thereafter</li> </ul>	Each agency will provide DAS EISPD with the name and general contact information of their Agency ITAM Coordinator.
<ul style="list-style-type: none"> <li>October 31<sup>st</sup> following policy adoption</li> <li>July 31<sup>st</sup> each year thereafter</li> </ul>	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"> <li>November 30<sup>th</sup> following policy adoption</li> <li>September 30<sup>th</sup> - each year thereafter</li> </ul>	DAS EISPD will create and provide agencies with an EISPD – Statewide consolidated IT Asset Inventory/Management Report.
<ul style="list-style-type: none"> <li>December 31<sup>st</sup> following policy adoption</li> <li>October 31<sup>st</sup> - each year thereafter</li> </ul>	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 <u>or</u> 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

Email: [IT\\_Investment.Review@das.state.or.us](mailto:IT_Investment.Review@das.state.or.us)

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