

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

AUTHORITATIVE POLICY: Information Technology and Security

Board Resolution No.: 2013-10-01

PROCEDURE: 2.9 - IT Device Inventory Management

1.0 Introduction

Policy:

IT assets will be acquired and managed in a manner consistent with the Authority's procurement policies and technology requirements.

Purpose:

Describe the actions taken for proper acquisition, installation, handling, tracking, and disposal of IT assets to meet defined requirements for:

Ensuring adherence to Authority and industry standards;

Ensuring consistency throughout the enterprise; and

Conforming to or complying with customer, legal, and regulatory requirements.

Scope:

This procedure applies to all Authority IT assets.

Responsibilities:

The IT Director (Asset Manager) is responsible for tracking IT assets through their acquisition, distribution and use. The IT Director is also responsible for ordering physical IT assets.

IT Staff is responsible for logging, testing, accepting, installing, maintaining, and preparing for disposal of IT assets. The IT Staff is also responsible for maintaining the IT Asset Inventory when any changes to IT assets have been made.

All employees are responsible for proper use and care of Authority assets. Individuals that have been assigned laptops and other portable electronic devices (including Telecommunications test equipment) should take necessary precautions against theft and damage. All damage should be reported to the IT Director. If any equipment is stolen, the employee is responsible for reporting the incident to the local police department and notifying the IT Director immediately. The Executive Director will review each incident. Incidents determined to be caused by employee negligence may result in disciplinary action.

Definitions:

IT Asset – Any computer hardware, software, IT-based Authority information, related documentation, licenses, contracts or other agreements, etc. In this context, "asset" and "IT asset" are understood to be the same.

Nonconforming IT asset - Any IT asset that does not conform to Authority requirements; IT assets that don't work at all or don't work as expected are "nonconforming".

User – Anyone with authorized access to the Authority technology resources including permanent and temporary employees or third party personnel such as temporaries, contractors, consultants, and other parties with valid Authority access accounts.

2.0 Procedure:

IT Asset Planning

Certain activities/events may trigger acquisition and/or disposition of IT assets, such as:

- scheduled asset acquisitions, conducted in accordance with annual budget; or
- disposal due to an unplanned event such as catastrophic hardware failure.

IT Asset Acquisition

PCs are replaced on a schedule identified in the annual budget. The IT Director will review division PC requirements with each Division Manager annually prior to budget development. Servers and other network infrastructure equipment are purchased based on the Board approved annual budget. Assets will be procured pursuant to the Authority's procurement policy and associated procedures.

IT Asset Inspection, Acceptance, and Distribution

Physical assets shall be received by support staff and forwarded to the IT Department.

The IT Staff may receive non-physical assets, such as application software, directly from the vendor by download if applicable.

- 2.1 The IT Staff shall inspect and verify that the equipment received matches order.
- 2.2 The IT Staff shall indicate acceptance of IT assets by:
 - placing a control tag, or asset ID tag, on larger assets (PC's, monitors, etc.); and forwarding the packing slip or invoice to the Accounting department for payment.
- 2.3 Only the IT Staff shall distribute and install IT assets.
 - In the case of assets designed for use by **individuals**, installation shall be scheduled primarily for the user's convenience.
 - In the case of assets used by **multiple individuals** (network hardware/software, operating systems, common application software, etc.):
 - a) Installations shall be scheduled at a date and time that will affect the least number of users;
 - b) Ample advance notice shall be given to all affected users; and
 - c) The IT Staff shall mitigate risk by ensuring backup and/or redundancy of the affected systems/applications.
 - On installing hardware, the IT Staff shall give each item a unique network identifier, using either manufacturer service tag number or serial number.

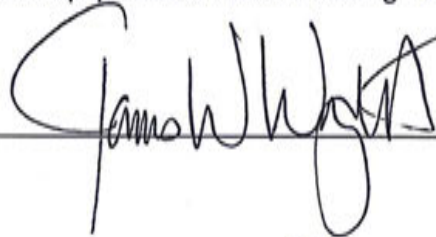
3.0 IT Asset Disposal

- 3.1 All IT assets are to be returned to the IT Department after:
 - Receiving a replacement PC or other IT related equipment including keyboards, monitors and docking stations.
 - Equipment is identified as non-operational or no longer in use.

- 3.2 The IT Director shall determine the destination of the assets as either:
- reuse or reclamation by the IT Staff;
 - returning to the vendor for failure of the asset to perform as expected or to conform to business requirements;
 - sending the purchased asset to an approved recycler.
 - All computers, copiers and any other device with electronic media will be securely overwritten or destroyed to prevent unauthorized disclosure of sensitive data.
- 3.3 Upon disposal of said assets, the IT Asset Inventory will be updated to reflect changes. If recycled, the equipment will be forwarded to Warneck Pump Station where it will be held until transport to the approved recycler. The IT Director will coordinate with WQM Division Manager for the transportation of the equipment. The Engineering Division shall track the combined weight of the recycled equipment on E04 Tracking Form.

Date Adopted: April 1, 2014

Authorized:



User Signature _____

Date _____