

IT Assets Accountability Policy

# Overview/Purpose

The purpose of this policy is to ensure that all <**Utility Name**> information technology (IT) assets are accounted for, classified, inventoried, tracked, and managed throughout each IT asset’s lifecycle.

Through this policy, <**Utility Name**> is establishing the baseline standards by which the Utility will manage, collect, and report information about the IT assets under its control. <**Utility Name**> may establish additional written policies, standards, processes and procedures as necessary to accomplish its business objectives.

# Scope

All employees, contractors, consultants, temporary and other workers at <**Utility Name**> and its subsidiaries must adhere to this policy. This policy applies to IT equipment that is owned, operated, or leased by **<Utility Name>**.

# Policy

## Assets to be inventoried

All technology hardware costing over $**< X >** will be included in the inventory. Additionally, all removable storage devices will be included. All purchased software will be inventoried.

## Inventory Requirements

* + 1. As possible, all hardware assets will be tagged with a Utility inventory label with a unique number, designed to be difficult to remove.
    2. Newly purchased technology, as defined above, will be tagged and recorded in the appropriate Technology Inventory.
    3. Existing technology in the appropriate Technology Inventory will be physically inventoried on a periodic basis.
    4. The **<person or group responsible for policy at Utility>** is responsible for establishing procedures to issue and inventory technology assigned to employees and contractors.
    5. The Technology Inventory shall be available for audit.
    6. The **<person or group responsible for policy at Utility>** will ensure that appropriate software licensing agreements for software used by Utility employees are in place and that the Utility is in compliance with those agreements.

## Configuration Requirements

* + 1. Newly purchased computers are configured according to the **Computer Configuration Baseline Standard**
    2. Newly purchased mobile devices are configured according the **Mobile Devices Configuration Baseline Standard** {not included}
    3. Newly purchased network equipment is configured according to the **Network Equipment Configuration Baseline Standard** {not included}

# Compliance

## Compliance Measurement

The <**person or group responsible for policy at Utility**> will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

## Exceptions

Any exception to the policy must be approved by the <**person or group responsible for policy at Utility**> in advance.

## Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action in accordance with **<Utility Name>** HR policies.

# Related Standards, Policies, and Processes

* Adapted from “Cyber Security Policy Framework”  
  (<https://www.nreca.coop/wp-content/uploads/2015/09/cyber_security_policy_framework.docx>)   
  Cyber Security Policy Framework was created by the Kentucky Association of Electric Cooperatives (KAEC) Information Technology (IT) Association - Cyber Security Subcommittee.
* Adapted from SANS , “Inventory of Authorized and Unauthorized Devices” (<http://www.sans.org/critical-security-controls/control/1>) and “Inventory of Authorized and Unauthorized Software” (<http://www.sans.org/critical-security-controls/control/2>)
* IT Hardware Inventory Form

# Governance Responsibilities

The ISP uses the RACI model for assigning responsibility.

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible | Accountable | Consulted | Informed |
| IT Manager | **CEO/GM** | **CFO**  **COO**  **Legal Department** | **All Employees** |

*[Explanatory Note: <Utility Name> should feel free to alter section to reflect the specific responsibility requirement determined by <Utility Name> management.]*

# Approval

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<**Insert title of approver**> Date

# Revision History

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| --- | --- | --- |
| Date of Change(s) | Revised by | Summary of Change(s) |
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