

Asset Inventory

Classification: **Confidential**

This document must be only accessible to those with a specific need for their role.

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| --- | --- | --- | --- | --- | --- | --- |
| Version | Approved By | Owner | Date Last Updated | Review Frequency | Next Review | Comments |
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The following document records key assets within the organisation and should be managed in compliance with the Asset Management Policy.

# Asset Inventory Record

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asset ID | Asset Type | Description | Owner | Location | Status | Security Classification | Acquisition Date | Disposal Date | Comments |
| A001 | Hardware | |  | | --- | | Server for application hosting |  |  | | --- | |  | | |  | | --- | | IT Department |  |  | | --- | |  | | |  | | --- | | Data Center |  |  | | --- | |  | | Active | |  | | --- | | Confidential |  |  | | --- | |  | | |  | | --- | | 2021-01-15 |  |  | | --- | |  | |  | High-performance server for production use. |
| A002 | Software | Development environment (IDE, compilers) | Development Team | |  | | --- | | Office |  |  | | --- | |  | | |  | | --- | | Active |  |  | | --- | |  | | |  | | --- | | Internal Use Only |  |  | | --- | |  | | |  | | --- | | 2022-02-10 |  |  | | --- | |  | |  | Licenses renewed annually. |
| |  | | --- | | A003 |  |  | | --- | |  | | |  | | --- | | Cloud Service |  |  | | --- | |  | | AWS Cloud Storage for project data | |  | | --- | | IT Department |  |  | | --- | |  | | Cloud | Active | |  | | --- | | Confidential |  |  | | --- | |  | | 2021-05-20 |  | Used for backup and disaster recovery. |
| |  | | --- | | A004 |  |  | | --- | |  | | |  | | --- | | Database |  |  | | --- | |  | | |  | | --- | | Customer Database (SQL Server) |  |  | | --- | |  | | |  | | --- | | Database Admin |  |  | | --- | |  | | |  | | --- | | Data Center |  |  | | --- | |  | | |  | | --- | | Active |  |  | | --- | |  | | |  | | --- | | Highly Confidential |  |  | | --- | |  | | |  | | --- | | 2020-08-30 |  |  | | --- | |  | |  | |  | | --- | | Contains PII and sensitive information. |  |  | | --- | |  | |
| A005 | Workstation | |  | | --- | | Developer Workstation (Dell XPS) |  |  | | --- | |  | | |  | | --- | | Development Team |  |  | | --- | |  | | Office | Active | |  | | --- | | Internal Use Only |  |  | | --- | |  | | |  | | --- | | 2022-06-05 |  |  | | --- | |  | |  | |  | | --- | | High-end specs for development. |  |  | | --- | |  | |
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