



Asset Management Policy

1. Overview

Asset management is the process of receiving, tagging, documenting, and eventually disposing of equipment. It is critically important to maintain up to date inventory and asset controls to ensure computer equipment locations and dispositions are well known. Lost or stolen equipment often contains sensitive data. Proper asset management procedures and protocols provide documentation that aid in recovery, replacement, criminal, and insurance activities.

2. Purpose

This policy provides procedures and protocols supporting effective organizational asset management specifically focused on electronic devices.

3. Scope

This policy applies to all SproutLoud employees.

4. Policy

A. ASSET TYPES

The following minimal asset classes are subject to tracking and asset tagging:

- Desktop workstations
- Laptop mobile computers
- Tablet devices
- Printers, copiers, fax machines, and multifunction print devices
- Handheld devices
- Servers
- Network appliances (e.g. firewalls, routers, switches, Uninterruptible Power Supplies (UPS), endpoint network hardware, and storage)
- Private Branch Exchange (PBX) and Voice over Internet Protocol (VOIP) Telephony Systems and Components
- Internet Protocol (IP) Enabled Video and Security Devices



B. ASSET VALUE

Assets which cost less than \$400 shall not be tracked, including computer components such as smaller peripheral devices, video cards, or keyboards, or mice. However, assets, which store data regardless of cost, shall be tracked either as part of a computing device or as a part of network attached storage. These assets include:

- Network Attached Storage (NAS), Storage Area Network (SAN) or other computer data storage
- Temporary storage drives
- Tape or optical media with data stored on them including system backup data

C. ASSET TRACKING REQUIREMENTS

The following procedures and protocols apply to asset management activities:

- All assets must have an internal SproutCloud asset number assigned and mapped to the device's serial number.
- An asset-tracking database shall be created to track assets. It shall minimally include purchase and device information including:
 - Date of purchase
 - Make, model, and descriptor
 - Serial Number
 - Location
 - Type of asset
 - Owner
 - Department
 - Purchase Order number
 - Disposition

Prior to deployment, Desktop Support staff shall assign an ID to the asset and enter its information in SproutCloud's asset tracking database. All assets maintained in the asset tracking database inventory shall have an assigned owner.



D. ASSET DISPOSAL AND REPURPOSING

Procedures governing asset management shall be established for secure disposal or repurposing of equipment and resources prior to assignment, transfer, transport, or surplus.

When disposing of any asset, sensitive data must be removed prior to disposal. Desktop Support staff shall determine what type of data destruction protocol should be used for erasure. Minimally, data shall be removed using low level formatting according to the NIST 800-88 (3 pass) standard. For media storing confidential or personally identifiable information that is not being repurposed, disks shall be physically destroyed prior to disposal.

5. Audit Controls and Management

On-demand documented procedures and evidence of practice should be in place for this operational policy as part of SproutCloud. Satisfactory examples of evidence and compliance include:

- Current and historical asset management system checks for various classes of asset records.
- Spot checks of record input and accuracy against tracking database.
- Evidence of internal process and procedures supporting this policy for compliance with general workstation computing policies.

6. Enforcement

Staff members found in policy violation may be subject to disciplinary action, up to and including termination.

7. Distribution

This policy is to be distributed to all SproutCloud staff responsible for hardware and device support.

8. Policy Version History

Version	Date	Description	Approved By
1.0	11/2018	Initial Policy Approved	Anjan Upadhyia
1.1	06/2020	Updated Hard Drive Data Erasure Standard	James Aggrey