

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Information Technology / Information Systems	ITIS		402
Subject Title	Adopted	Last Revised	Reviewed
Enterprise Asset Management	2/28/23	1/20/23	5/20/24; 6/23/25; 6/22/26

### POLICY

#### Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1. Intent

- 1.1. This Enterprise Asset Management Policy is divided into multiple sections based on usage patterns of assets within an enterprise. Users of this policy template are free to further divide this process into any form that works for your enterprise.
- 1.2. It is important to note that asset management as a whole generally includes assets that do not store, process, or transmit data, such as monitors and keyboards. While these assets are important to track and monitor in an enterprise, they are beyond the scope of this document. For the purposes of this document, we will follow the CIS Controls v8 definition of an enterprise asset.

#### 2. Purpose

- 2.1. Enterprise asset management is the process of procuring, identifying, tracking, maintaining, and disposing of an asset owned by an enterprise. The Enterprise Asset Management Policy provides the processes and procedures for governing the enterprise asset lifecycle while an enterprise is using an asset. An inventory must be created and maintained to support the enterprise's mission. This inventory must be current and reflect the current assets owned and operated by the enterprise.
- 2.2. The IT department is responsible for all enterprise asset management functions. This information is relayed to other business units within the

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enterprise such as finance, accounting, and cybersecurity as required or needed. IT is responsible for informing all users of their responsibilities in the use of any enterprise assets assigned to them.

### 3. Asset Management Scope

#### 3.1. Acquisition

3.2. The IT business unit shall assign unique identifiers to all existing and newly acquired enterprise assets.

3.2.1. Each enterprise asset (e.g., desktops, laptops, servers, tablets), where applicable, must have an enterprise tag affixed to the device with this identifier.

3.2.2. Record the enterprise asset identifier alongside other relevant information within the IT inventory. This is to include:

3.2.2.1. Enterprise asset identifier

3.2.2.2. Date of purchase

3.2.2.3. Purchase price

3.2.2.4. Item description

3.2.2.5. Manufacturer

3.2.2.6. Model number

3.2.2.7. Serial number

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3.2.2.8. Name of the enterprise asset owner (e.g., administrator, user), role, or business unit, where applicable.

3.2.2.9. Physical location of enterprise asset, where applicable

3.2.2.10. Physical (Media Access Control (MAC)) address

3.2.2.11. Internet Protocol (IP) address

3.2.2.12. Warranty expiration date

3.2.2.13. Any relevant licensing information

3.2.3. IT must verify the enterprise asset inventory at least every six months.

### 3.3. Discovery

3.3.1. Enterprise assets not included within the inventory must be investigated, as these assets may be unauthorized.

3.3.2. Assets not owned by the enterprise must be removed from the network unless temporary access is granted by the IT business unit.

3.3.3. Assets owned by the enterprise but not kept within the enterprise asset inventory must be added to the inventory.

3.3.4. Users are required to connect their enterprise assets to the enterprise network on a weekly basis, where practical.

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3.3.5. Permanently air-gapped systems must be approved by IT.

3.3.6. IT must address unauthorized assets on a weekly basis at a minimum.

3.3.7. IT must choose to remove the unauthorized asset from the network, deny the asset from connecting remotely to the network, or quarantine the asset.

### 3.4. Usage

3.4.1. In general, refer to the enterprise's Acceptable Use Policy. The following can substitute until an appropriate policy is created:

3.4.1.1. Users must handle all enterprise assets with care.

3.4.1.2. Verification of each enterprise asset must be completed in-person or remotely at least biannually unless an exemption is authorized by supervisory management.

3.4.1.3. It is the responsibility of the enterprise asset owner to:

3.4.1.3.1. Maintain control over the enterprise asset.

3.4.1.3.2. Contact IT with any problems such as malfunctions, needed repairs, and underutilized equipment or in the event of equipment loss.

### 3.5. Controlled Disposal

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3.5.1. Enterprise assets to be decommissioned or retired must be returned to IT.

3.5.2. IT must make a copy of the user data, as needed.

3.5.3. IT will be responsible for the secure erasure of the primary memory storage device within the enterprise asset, where applicable.

3.5.4. IT will be responsible for updating the status of the enterprise asset within all enterprise management systems.

3.5.4.1. IT must ensure that records are retained in compliance with the Record Retention Policy.

3.5.5. IT will be responsible for documenting the removal of the enterprise asset from the enterprise within the asset inventory.

### 3.6. Uncontrolled Disposal

3.6.1. All lost or stolen enterprise assets must be immediately reported to the appropriate business units, including IT, cybersecurity, and finance.

3.6.2. A report must be filed with law enforcement for all enterprise assets assumed stolen.

3.6.3. Lost and stolen enterprise assets must have their access to enterprise data revoked as soon as possible.

3.6.3.1. The enterprise assets must also be removed from the inventory.

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Deborah McPeek-McFadden, Board Chairperson	Date		