

1 DIRECTIVE

- 1.01 Acquisitions, dispositions, decommissioning and upgrades of the following IT assets will be recorded:
- (a) All computer equipment, accessories and installable hardware upgrades.
 - (b) All system and application software that requires a software licence.
- 1.02 An IT asset inventory and reconciliation to records must be done annually.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that:
- (a) All capital assets related to information technology may be accounted for and located on demand.
 - (b) All installed application software that requires a software licence is approved and all restrictions in the licence agreed to are being observed;
 - (c) Any incidence of missing assets is noted, and appropriate action is initiated to minimize or recoup the losses.

3 SCOPE

- 3.01 This directive applies to all employees engaged in the implementation or disposal of IT hardware and software.

4 RESPONSIBILITY

- 4.01 All employees engaged in IT purchasing and implementation activities are responsible to update the Asset Control Log regarding additions, changes of location, deletions and losses for all computer equipment, accessories, installable hardware upgrades and licensed software.
- 4.02 The Director of Application Services for each line of business is responsible to initiate an IT asset inventory and reconciliation annually and report the results to the Executive Leadership Team.

5 DEFINITIONS

5.01 **“Computer accessories”** includes peripheral computer equipment such as printers, scanners, external hard drives, external CD/DVD burners, external cartridge, tape drives, monitors wireless keyboards and mice.

6 RELATED DIRECTIVES

OCIO IT 2.04 – System setup

OCIO IT 3.05 – Licences

OCIO IT 8.01 – Physical and Infrastructure Security