

PURCHASE, CONTROL AND DISPOSITION OF INFORMATION TECHNOLOGY ASSETS

Background:

The Division recognizes its responsibility to safeguard and track its information technology assets to protect the security of the network, protect data integrity, and protect and control computer systems and organizational assets.

Definitions:

Asset Tracking Database:

is a software system designed to track identifying characteristics of an information technology asset. Characteristics of an asset include asset type, ID number, serial number, make, model and description, location, owner, date of purchase/disposition and disposition method. The database is updated over the lifecycle of the asset and will report on disposition/location, owner, changes over time, age/condition and eventual disposal of assets individually across the Division.

Information Technology Asset (IT Asset):

includes all Division-owned equipment that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. This includes assets such as servers, computers, laptops, mobile devices, tablets, wireless networks, printers, copiers, fax machines, scanners, displays, projectors, audio systems, monitors, firewalls, routers, switches, memory devices and software. Although peripherals and consumables—for example keyboards, mice, web cameras and chargers—form part of the asset, they're not subject to asset control.

Systems Analyst:

is an individual delegated authority by the Division Information and Security Officer to purchase, receive and transfer ownership of an information technology asset whether for deployment, maintenance reclamation, refurbishment or disposal.

Procedures:

1. Authority and Accountability

- 1.1. IT asset control guidelines outlined in [Appendix 570-A: Information Technology Asset Purchasing, Control and Disposition Guidelines](#) are established by the Division Information and Security Officer.

1.1.1. The guidelines define:

- 1.1.1.1. Assessment criteria for scrap/obsolete technology.
- 1.1.1.2. Procedures for tracking IT assets including acquisitions, transfers and dispositions.

2. Safeguarding of Assets
 - 2.1. IT assets not actively in use or deployed in the Division—identified as surplus—shall be stored in a designated locked area within the applicable school or department.
3. Asset Procurement
 - 3.1. IT assets listed in section 4.1 shall be approved for purchase by the Division Information and Security Officer as outlined in [Administrative Procedure 515: Procurement and Contracts](#).
 - 3.2. Purchasing practices for IT assets are outlined in [Appendix 570-A: Information Technology Asset Purchasing, Control and Disposition Guidelines](#).
4. Asset Tracking
 - 4.1. IT assets in the following categories are subject to tracking regardless of cost:
 - 4.1.1. Mobile phones
 - 4.1.2. Desktop workstations
 - 4.1.3. Laptops
 - 4.1.4. Tablets
 - 4.1.5. Printers, copiers, fax machines and multi-function machines
 - 4.1.6. Projectors
 - 4.1.7. Audio equipment
 - 4.1.8. Scanners
 - 4.1.9. Monitors
 - 4.1.10. Carts—for example, laptop or iPad carts
 - 4.1.11. Software
 - 4.1.12. Servers
 - 4.1.13. Uninterrupted power supplies
 - 4.1.14. Firewalls
 - 4.1.15. Routers
 - 4.1.16. Switches
 - 4.1.17. Access points
 - 4.1.18. VoIP phones
 - 4.1.19. Point-of-sale (POS) devices
 - 4.2. Peripherals and consumables, regardless of cost, are not subject to IT purchasing guidelines and tracking:
 - 4.2.1. Keyboards
 - 4.2.2. Mice
 - 4.2.3. Web cams
 - 4.2.4. Chargers
5. Asset Tracking Database
 - 5.1. All IT assets must be immediately tagged with a Division ID tag/number upon purchase.
 - 5.2. When an IT asset is acquired, transferred or disposed of, the relevant information is immediately entered in the asset tracking database either through an automatic sync or a manual entry by a systems analyst.
6. Memory Devices and Portable Storage Devices—for example, USBs and external drives

- 6.1. Memory devices must not be purchased or used as they pose risks associated with both data breaches and malware infection.
7. Transfer of IT assets
 - 7.1. Transfers of IT assets between parties only occurs when facilitated by a designated systems analyst.
 - 7.1.1. This excludes usage of devices that are housed on asset carts. Typical day-to-day usage and movement of devices stored on asset carts does not constitute a transfer.
 - 7.2. Systems analysts are responsible for making transfer entry into the proper management platform, which in turn updates the asset tracking database.
8. Media Sanitization and Sensitivity of Data
 - 8.1. As outlined in legal requirements of the *Freedom of Information and Protection of Privacy Act*, all IT assets housing data shall be cleaned, protected or destroyed prior to any sale, transfer or disposal in accordance with Information Technologies' direction by a designated systems analyst.
 - 8.2. The method of destruction is dependent on the sensitivity of the data on the device and the next use of the device. Data cleansing, protection and destruction requirements for the device are based on the sensitivity of the data.
 - 8.2.1. Low (Unclassified) – No requirements to cleanse, protect or destroy data. It is still prudent to erase the data using available means such as reimaging, software-based sanitization, physical destruction or degaussing.
 - 8.2.2. Medium (Sensitive) – Erase the data using available means such as software-based sanitization, physical destruction or degaussing.
 - 8.2.3. High (Confidential) – The data must be erased using an approved technology to ensure data is not recoverable using advanced forensic techniques.
9. Surplus Requirements
 - 9.1. Surplus IT assets are those no longer suitable for further use due to changing conditions or programs.
 - 9.2. Evaluation of surplus IT assets can be performed by staff with budgetary authority.
 - 9.3. IT assets declared surplus shall be:
 - 9.3.1. Transferred to another school or department within the Division at no cost.
 - 9.3.1.1. With assistance from Information Technologies, schools and departments shall advertise items throughout the Division through the specified channels.
 - 9.3.2. Held in storage by Information Technologies until such time it can be deployed for use by a school or department.
10. Scrap/Obsolete Requirements
 - 10.1. Scrap/obsolete IT assets must meet the following criteria:
 - 10.1.1. Incompatibility with Division infrastructure platforms, device management or network
 - 10.1.2. Inoperability with Division-adopted software platforms, tools or curriculum
 - 10.1.3. Age of device
 - 10.1.4. Processing capacity or performance

- 10.1.5. Energy consumption
 - 10.2. Scrap/obsolescence criteria are re-evaluated on an annual basis by the Division Information and Security Officer and consider total cost of ownership of the technology.
 - 10.3. Evaluation of scrap/obsolescence of IT assets can only be performed by a designated systems analyst.
 - 10.4. Systems analysts are responsible for denoting scrap/obsolescence condition in the management platform and asset tracking database.
 - 10.5. Scrap/obsolete IT assets are stored in a designated locked location until disposal. The locked location can be the same as that used for surplus IT assets, however surplus assets should be differentiated from scrap/obsolete assets to ensure each is handled appropriately.
 - 10.6. An asset deemed scrap/obsolete but retained for the use of spare parts will be removed from the asset tracking database, media sanitized and then stored in a secure location for future use.
11. Asset Disposition
- 11.1. Disposal of IT assets only occurs when facilitated by a designated systems analyst.
 - 11.2. Systems analysts are responsible for making disposition entry into the asset tracking database.
 - 11.3. The value of an IT asset shall be assessed with help from the Division Information and Security Officer as appropriate.
 - 11.4. IT assets declared scrap/obsolete with a value up to \$50,000 shall be disposed of by Information Technologies through the Division's eWaste company.
 - 11.5. The Division shall contract with an eWaste company to provide eWaste services for items deemed scrap/obsolete. The contracted company will conform to materials handling requirements which are evaluated for information security, environmental safety and local economic impact. The company will also be approved, bonded and environmentally friendly.
 - 11.6. If the Division intends to sell IT assets that have a value of more than \$50,000, the Board must conduct the sale in accordance with Section 9 of the Disposition of Property Regulation. The Secretary-Treasurer shall be contacted for further guidance.

Reference:

[Appendix 570-A: Information Technology Asset Purchasing, Control and Disposition Guidelines](#)