



POLICY ON IT ASSET MANAGEMENT

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Supersedes: None
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I. PURPOSE

It is the purpose of this policy to establish procedures and protocols supporting effective organizational Information Technology ("IT") asset management.

II. POLICY

This policy outlines receiving, commissioning, documenting, and eventually disposing of equipment and its data. It is critically important to maintain up-to-date inventory and asset controls to ensure computer equipment locations and disposals are well known and accurate. This policy governs the management of the lifecycle of the IT asset. This policy and the associated procedures detail the lifecycle management of a New York Medical College ("College" or "NYMC") purchased IT asset. The proper care of the IT asset is shared between the IT department and the end-user or the department assigned to the IT asset. All IT assets that have reached the end of support and/or cannot receive security updates have reached the end of their lifecycle. These IT assets must be disposed of by the IT Help Desk and removed from the College network. Data on IT assets must be destroyed to comply to the [Technology Equipment Disposal Policy](#). Data should not be left on the IT asset once they are disposed. It is the responsibility of the faculty, staff and their department to budget their IT asset requirements.

III. SCOPE

This policy applies to all College purchased electronic IT assets, including- laptops, desktops, mobile devices, network devices, servers, and printers. The IT asset remains the property of College throughout its lifecycle, from initial acquisition and provisioning to the end of support.

IV. DEFINITIONS

IT asset - Any financially valuable tangible component purchased by New York Medical College that contributes to the delivery of an IT product or service including all desktops and laptop computers, tablets, cell phones, printers, servers, network infrastructures, and information storage devices.

IT asset lifecycle - Usefulness of a desktop, laptop or cell phone to the College, from its initial acquisition through its disposal. A life cycle is determined based on end-user needs, the technology end of support, or the costs of supporting technology.

End of Support - Vendor's decision to discontinue or limit the scope of its support services for Vendor's products that Vendor or third-party manufacturer has declared "end of life", "end of support", "end of service", "manufacturer discontinued", or similar designation.

HIPAA – Health Information Portability and Accountability Act - The health privacy laws that govern health information and electronic Personal Health Information (ePHI).

FERPA – Family Educational Rights and Privacy Act - The federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

V. PROCEDURES

A. Asset Tracking – all College IT assets are managed and tracked within a centralized inventory database that uses the following outlined data points.

1. IT Asset Types
 - a. Desktop computer
 - b. Cell phone
 - c. Network
 - d. Laptop computer
 - e. Printer
 - f. Storage
 - g. Tablet
 - h. Server
 - i. Other

2. IT Asset Database Tracking Data Points

Help Desk Handler	Asset Information	Owner/Location Data	IT Security Controls and Standard Software Build
Commissioned by	Item Type	End-User	Will device handle/store HIPAA, FERPA, and/or GDPR data?
Decommissioned by	Manufacturer	Previous End-User	Encryption enabled
Status	Model	Building	Install NAC
Purchase date	Asset type	Department	Install AV
Purchase Order	Serial number	Room Number	Install MDM
BD2 Form upload	NYMC Asset Tag	User Name	Install Office 365
	SN Photo	Device Name	Install Printing Services
	Condition notes	Deployment Date	
	MAC Address	Photo	
	OS		

B. Asset Commission

1. Before releasing an IT asset to the end-user, the IT Help Desk will complete the commission checklist items and complete the IT asset database data entry.
2. IT Help Desk will confirm with the end-user the IT asset's purpose and whether the device will handle and store HIPAA, FERPA, and/or GDPR data, which will require Hard Drive encryption. BitLocker, or comparable will be enabled for all IT assets that handle and store HIPPA and FERPA data.
3. IT assets that are enterprise-supporting, such as network, server and/or storage will be entered into the database by the IT administrator at the time of commissioning. Note: TCUS Commission Process will still be required for new Virtual Machine computers.
4. The IT asset will be released to the end-user once the release form has been signed.

C. Asset Disposal and Repurposing

1. IT Department will be notified by HR and/or the department of separation of an end-user from the College employment or association. The IT Help Desk will determine whether the end-user's IT assets should be disposed or repurposed.
2. When disposing of any asset, sensitive data must be removed before disposal, as prescribed in the [Technology Equipment Disposal Policy](#).
3. [BD2 form](#) will be completed for disposed IT asset.

D. Asset Controls and Management

1. IT department will conduct an annual review to confirm that all IT assets are confirmed. Unaccounted assets will be reported to the New York Medical College Chief Financial Officer and compliance department.
2. The IT Help Desk will audit desktops, laptops, tablets and cell phones. The IT engineering teams will audit server, network and storage assets.

VI. **EFFECTIVE DATE**

This policy is effective immediately.

VII. **POLICY MANAGEMENT**

Executive Stakeholder: Chief Information Officer
Oversight Office: Information Technology Department