



Policy Title	IT Asset Inventory Reporting Policy
Policy Number	TBD
Approval Authority	Board of Regents of the University of Wisconsin System UW-Madison Information Technology Committee UW-Madison Vice Provost for Information Technology and Chief Information Officer
Policy Manager	The UW-Madison Vice Provost of Information Technology and Chief Information Officer is responsible for ensuring policy compliance and providing awareness and training associated with the tools and processes defined in the policy standards.
Policy Contact	IT Policy Program, Office of Cybersecurity itpolicy@cio.wisc.edu it.wisc.edu/it-community/governance/information-technology-committee-itc/it-policies/

Rationale/Purpose

In carrying out its mission of teaching, research, patient care and public service, UW-Madison maintains significant investments in IT assets. This policy is a fundamental requirement for sound stewardship of and data-driven decision making about IT assets.

The policy’s purpose is compliance with security, purchasing, and procurement obligations, and legal, contractual, and regulatory requirements. This policy provides the framework, guidelines, and requirements for reporting accurate IT asset data at UW-Madison.

An up-to-date enterprise IT asset inventory enables the realization of best practices, including:

- Supporting procurement, maintenance, security, and disposal operations
- Identifying IT assets that need to be managed
- Providing data for identifying institutional IT spending
- Providing data to identify and resolve cybersecurity risks
- Supporting efficient and effective technical configuration management
- Informing IT strategic planning
- Demonstrating that UW-Madison is a responsible steward of the resources entrusted to it

Definitions

For the purpose of this policy, IT assets are devices, software, licenses, data, or services used in accomplishing UW-Madison research, education, outreach, service, and support functions. Some IT assets may be primarily considered as research or educational assets, but for purposes of this Policy, they are included as IT assets.

Interpretations and examples of the definition for this policy will be maintained as a standard.



Scope

This policy applies to all UW-Madison entities with IT assets.

Policy

1. The Guiding Principles for the policy and the reporting of IT assets across the University are:
 - a. IT asset inventory activity at UW-Madison must achieve a reasonable balance between the direct and indirect costs of collecting and maintaining the inventory data and the value of that data in accomplishing the purposes of the inventory.
 - b. UW-Madison will maintain the privacy of IT asset inventory data to the highest extent possible while using that data for the intended purposes and complying with regulated uses such as open records requests. Access to the data will be managed in accordance with this principle.
 - c. The Vice-Provost of Information Technology and Chief Information Officer will designate an appropriate advisory group to review this policy, the related standards and procedures, and interpretations.
2. The UW-Madison Chief Information Officer and Vice-Provost of Information Technology, working with key stakeholders and representatives across campus, is responsible for the collaborative development and maintenance of the standards in support of this policy, and for providing the common tools, processes and support.
3. All UW-Madison IT assets shall be traceable and auditable at all stages of the IT asset lifecycle.
4. The UW-Madison IT Asset Inventory Reporting Standards provide processes and requirements for the reporting of IT assets at UW-Madison. Standards will address appropriate compliance for various use cases and situations.
5. Divisions are accountable for inventorying and reporting IT assets.
 - a. Reports will be submitted as documented in the standards.
 - b. Divisions will identify alternate standards for assets that do not fit a campus reporting standard.
 - c. Divisions may delegate to units within their divisions or contract with other service providers.

Related UW-Madison Policies

[UW-Madison IT Policies](https://it.wisc.edu/it-community/governance/information-technology-committee-itc/it-policies/)

<https://it.wisc.edu/it-community/governance/information-technology-committee-itc/it-policies/>



Cybersecurity Risk Management Policy

<https://kb.wisc.edu/itpolicy/it-cybersecurity-risk-management-policy>

UW-Madison – IT – Electronic Devices Connected to the Network Policy

<https://kb.wisc.edu/itpolicy/it-electronic-devices-policy>

UW-Madison – IT – Data Classification Policy

<https://kb.wisc.edu/itpolicy/cio-data-classification-policy>

UW-Madison Administrative Policy – Policy #110 – Capital Equipment Policy

<https://businessservices.wisc.edu/documents/110-capital-equipment-policy/>

UW-Madison Institutional Data Policy

<https://data.wisc.edu/institutional-data-policy/>

Related UW-Madison Documents

UW-Madison IT Asset Inventory Reporting Standards

In Development

UW-Madison IT Asset Inventory Reporting Implementation Plan

In Development

IT Policy Glossary

<https://kb.wisc.edu/itpolicy/glossary>

IT Asset Inventory Management Implementation Plan

<https://kb.wisc.edu/itpolicy/it-assets-plan>

External References including University of Wisconsin System Administration (UWSA) Related Policies

UW System Board of Regents Policy 25.3 Acceptable Use of Information Resources

<https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>

UW System Administrative Draft Policy 1035 Information Security: IT Asset Management

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-it-asset-management/>

UW System Administrative Draft Procedure 1035.A Information Security: IT Asset Management Standard



<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-it-asset-management/information-security-it-asset-mangement-standard/>

Policy Administration

The policy will be reviewed for changes approximately one year after the adoption of the policy by the policy governing bodies and then on an on-going, three-year cycle by the UW-Madison IT Policy Analysis Team.

Effective Date	TBD
Policy History	Issuance Date: TBD Revised Dates: TBD Reviewed Dates: TBD End Date: TBD
Next Review Date	TBD