DELAWARE CHILDREN'S DEPARTMENT POLICY

POLICY #108	SUBJECT: Computer Asset Management
EFFECTIVE DATE: December 15, 1992 REVISION DATE: January 9, 2009; June 13, 2014	PAGE 1 of 2
AUTHORIZED SIGNATURE	

COMPUTER ASSET MANAGEMENT

I. PURPOSE

The purpose of this policy is to establish responsibility for computer asset management in alignment with Delaware Department of Technology and Information (DTI) policies and procedures. The procedures outlined in this policy also establish guidelines to assure standardization of computer configuration and facilitate technical assistance, maintenance and repair of computer assets.

II. DEFINITIONS

Information Resource Manager (IRM) - staff responsible for developing and establishing DSCYF information system and computer related policies and procedures. The IRM reports to the Director of the Division of Management Support Services or their designee.

Information Security Officer (ISO) – staff responsible for ensuring security and safety of information system hardware and software.

Department of Technology and Information (DTI) - is the state's central IT organization, chartered to deliver core services to other state organizations and exercise governance over the technology direction and investments of the state.

III. PROCEDURES

A. The Management Information Systems unit will be responsible for the following:

a. Review and approve all requisitions for computer and computer-related purchases to ensure compatibility with DTI and DSCYF standards.

b. Receive, tag and inventory all computer assets (hardware and software)

c. Receive, inventory and distribute all software licenses to DSCYF employees

d. Perform computer asset configuration and set-ups (hardware and software) as needed to meet business requirements.

e. At the request of a DSCYF unit manager, MIS will remove sensitive information from storage devices no longer in use or destroy them so that information they contain cannot be recovered with current technologies. Any cost associated with removal or destruction (including replacement of devices) will be assumed by the requesting unit.

f. Where funds are available, MIS will provide and support electronic security devices and provide training and procedures for the use of such devices and software.

g. Maintain secure storage of new and used computer assets as needed

h. Assist DSCYF Fiscal unit with required fixed capital assets record keeping.

B. Each Division will be responsible for:

a. Reporting to the ISO any damaged or missing computer equipment and where necessary reporting such information to law enforcement agencies.

b. Assuring that use of electronic security devices is restricted to those staff who are authorized and properly trained to use them and that such devices are operated and managed appropriately. Divisions assure that staff using electronic security devices reports any device that is lost, damaged or malfunctions to the designated Division manager/staff.

c. Divisions shall inform the IRM (or their designee) of new hires, retirements and other pertinent personnel changes and changes in locations of computer equipment.

C. The Fiscal Unit will be responsible for:

a. Ensuring the recording of fixed information system assets in accordance with the policies and procedures established by the State of Delaware Office of Management and Budget's Accounting Policy regarding Fixed Capital Assets. Effective December 2008, fixed assets including computers and telecommunications equipment costing more than $25,000 with a useful life of more than one year. Computer software will be included in Fixed Assets record keeping only if its cost exceeds $1,000,000.

b. Maintaining appropriate records of federally funded computer and information system capital assets for federal audit purposes. The federal government requires asset record keeping on computer and information system capital assets of $5,000 or more.