

Operational Policy

Policy title:	Information Technology Asset Management Policy		
Policy number:	DHS OHA 070-014		
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Approved:	Kris Kautz, Deputy Director, OHA Don Erickson, Chief Administrative Officer, DHS		

Purpose

Information technology (IT) assets are state resources and account for a significant investment of state funds. The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to recording, tracking, and verifying the status of IT assets help to deter theft and misuse, to avoid loss, and to monitor compliance with purchasing requirements.

Description

This policy establishes an IT asset management program to track the acquisition, deployment, management, and disposition of all IT assets. The OIS IT asset management program, on behalf of DHS|OHA, defines and manages actions to be taken to protect and preserve IT assets.

Applicability

This policy applies to all DHS|OHA staff including employees, volunteers, trainees, interns, partners, and contractors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. IT assets acquired for or on behalf of the agencies are owned by the purchasing agency.
2. IT assets shall be acquired for and remain with the staff position, not individual staff.
 - a. If the individual moves to another position or terminates employment, the IT assets used by that individual shall remain with the position for use by the new hire.
 - b. If a permanent, temporary, or limited duration position is abolished, IT assets shall be returned to OIS for redeployment.
 - c. If grant funding is used to acquire IT assets, the grant administrator shall coordinate the disposition of the assets with OIS according to grant requirements.
 - d. Exceptions to IT asset disposition shall be evaluated and documented by OIS.

3. Authority to acquire IT assets for DHS|OHA is the responsibility of the Chief Information Officer (CIO) or designee.
 - a. Acquisition requests shall follow current Department of Administrative Services (DAS) policies.
 - b. Acquisition of IT assets shall follow the Information Technology Acquisition Process (DHS|OHA 070-014-01).
 - c. Managers with appropriate delegated purchasing authority shall approve the acquisition of IT assets determined to be the best option for meeting the business need. Approvals shall be based on availability of funds as determined by the DHS or OHA agency director or designee.
 - d. IT asset purchases, contracts, amendments, and renewals shall be processed by OIS for approval by the CIO or designee.
4. OIS shall be responsible for managing and tracking DHS and OHA-owned hardware and software.
 - a. Inventory records and reports shall be available in accordance with DHS|OHA and state policies.
 - b. Only DHS|OHA designated standard software, hardware, or approved exceptions shall be licensed or installed. All software without valid licenses shall be removed from agency-owned devices to ensure software license compliance.
 - c. Non-standard IT asset acquisition requests shall be evaluated by OIS in accordance with the current exception process.
5. OIS shall approve the installation and configuration of all software programs on agency-owned devices, including no-cost software.
6. Non-approved IT standard software shall not be installed or used on agency-owned devices including mobile devices unless approved through the current exception process.
7. Unauthorized duplication of agency-owned licensed software is a violation of this policy and potential applicable copyright laws.
8. All excess IT assets within DHS|OHA shall be the responsibility of OIS to redeploy or dispose of as determined by DHS|OHA, OIS, DAS, and the Oregon Revised Statutes (ORS) 279A.
9. OIS shall ensure all information and applications, exclusive of the operating system, are removed from all IT equipment prior to redeployment, placing in available inventory, or disposed of unless OIS grants an exception.
10. OIS shall ensure the preservation of any IT equipment or information relating to a legal or security action until that action has been completed or the need for the preservation has ended.
11. OIS shall oversee maintenance and delivery of the IT asset inventory and IT asset lifecycle replacement plans in accordance with the DAS Information Technology Asset Inventory & Management Policy.
12. OIS shall ensure appropriate risk management over its IT assets including regular risk assessments, security assessments, and routine auditing of control measures.

References

[Oregon Revised Statutes \(ORS\) 276A](#)

[ORS 279A](#)

[ORS 279B](#)

[Oregon Administrative Rules \(OAR\) 125-50-0200](#)

[DHS|OHA 070-007-01 Information Technology Standards Exception Process](#)

[DHS|OHA 070-007-02 Information Technology Standards Exception Process Map](#)

[DHS|OHA 070-014-01 Information Technology Asset Acquisition Process](#)
[DHS|OHA 070-014-02 Information Technology Asset Acquisition Process Map](#)
[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies Statewide Security Standards March 2017](#)
[Center for Internet Security Top Twenty Critical Security Controls](#)

Related policies

[DAS 107-004-010 Information Technology Asset Inventory & Management](#)
[DAS 107-004-050 Information Asset Classification](#)
[DAS 107-004-110 Acceptable Use of State Information Assets](#)
[DAS 107-004-130 Information Technology Investment Oversight](#)
[DAS 107-011-050 PR Sustainable Acquisition and Disposal of Electronic Equipment \(e-waste/recovery\)](#)
[DHS|OHA 010-018 Record Retention and Management Policy](#)
[DHS|OHA 070-007 Information Technology Standards Policy](#)
[DHS|OHA 090-009 Administrative, Technical, and Physical Safeguards Policy](#)

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Policy history

Version 1 DHS-070-014 established 11/12/2002
Version 2 Established joint DHS|OHA policy 06/07/2016
Version 3 Revised 02/04/2019

Keywords

Acquisition, asset, copyright, disposal, equipment, exception, hardware, information technology, inventory, license, management, software, surplus

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