

State of Oregon



**Inventory Definition Document
Statewide IT Inventory/Management Policy
IRM 107-004-010**



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1. Description/Objective

This document is intended to help facilitate agency collection and submission of the IT asset inventory required by the [Statewide IT Asset Inventory/Management Policy – IRM 107-004-010](#). Further the purpose of this document is to provide additional guidance related to the IT Asset Inventory Mandatory Attributes Table, specifically, to illustrate how the list of mandatory attributes translates into an inventory spreadsheet/database format. Note: Inventory spreadsheets will be provided for agency use as well. This document is intended to be updated prior to each annual inventory cycle.

2. Data Definition Tables

The following Data Definition information is provided in tabular format to allow for easy reuse in other applications or schema definitions.

2.1. Asset Table

Mandatory Attributes		
Field name	Type	Description
Agency_ID	Number	Agency number (DAS=10700, DHS=10000, ODOT= 73000, etc.)
Asset_Tag *	Text	Assigned asset tag number
Serial_Number *	Text	Vendor serial number
Type	Text	Asset Type (e.g. PC, Printer, Router, Bridge, Server, etc.)
SubType	Text	Asset SubType (i.e. for a PC - Laptop, Desktop, Thin client)
Mfg	Text	Manufacturer
Model	Text	Manufacturer's model number
Purchase_Date	Date	Purchase date
Optional Attributes for Agency use		
Asset_ID	Text	Assigned unique asset ID if Asset_Tag or Serial_Number are not unique
CPU	Text	Central Processing Unit Information
MIPS_or_Mhz	Text	CPU Speed
Description	Text	Brief device description
Purchase_Cost	Currency	Original purchase cost
Acquisition_Type	Text	Purchase/Lease
Disposal_Date	Date	Disposal date
Disposal_Reason	Text	End of Life/Theft/Loss/Damage
Capacity	Text	Capacity of Asset, Number of Tape cartridges or Gb of Disk storage
Warranty_End_Date	Date	Date of warranty end
Maintenance_End_Date	Date	Maintenance contract renewal date
Maintenance_Cost	Currency	Maintenance contract cost
Asset_Name	Text	Name assigned to the device
OS_Version	Text	OS and version installed on a server
Org	Text	Organization (Division/Section, etc) within the Agency responsible for asset
Physical_Address	Text	Specific location asset for physical inventory
City	Text	City Asset where is located
Notes	Text	Notable comments about this asset

* Note: Agencies may report Asset Tag OR Serial number as the unique asset identifier.



2.2. Type Subtype Table

The purpose of this table is to provide examples of asset types and associated subtypes for use in completing and submitting the agency IT asset inventory.

Type	SubType
Personal Computer	
PC	Desktop
PC	Laptop
PC	Tablet
PC	Thin Client Device
Printer/Plotter	
Printer/Plotter	Impact
Printer/Plotter	Inkjet
Printer/Plotter	LaserJet
Network	
Network	Router
Network	Switch
Network	Hub
Network	Bridge
Network	Gateway
Mainframe	
Controllers	
Storage	
Storage	Tape
Storage	Disk
Server	
Server	Traditional Box-based (Function: File, Print, Web, Database, Email, Application)
Server	Server Blade (Function: File, Print, Web, Database, Email, Application)



2.3. Optional Software Table

The Software table contains information about the software installed, including detail information about the cost. The table includes Systems Software and major application software information.

Field name	Type	Description
Optional Basic Software Information		
Agency_ID	Number	Agency number (DAS=10700, DHS=10000, ODOT= 73000, etc.)
Asset_ID	Text	Assigned unique asset ID
Type	Text	Asset Type (e.g. PC, Server or Mainframe Software.)
SubType	Text	Asset SubType (i.e Application, Database, Web, OS, or Utility)
Vendor	Text	Vendor's name supplying product
Mfg	Text	Manufacturer name
Product_No	Text	Manufacturer's number for software product
Product_Name	Text	Manufacturer's name for software product
Version	Text	Software version or version/release number
Description	Text	Brief description of software purpose
Platform	Text	OS the software operates in and vendor name
Optional Software Financial Information		
License_Type	Text	Description of software license (e.g. Enterprise license, by seat-100 concurrent users)
Purchase_Date	Date	Purchase date
Purchase_Cost	Currency	Original purchase cost
Other Optional Attributes for Agency use		
Disposal_Date	Date	Disposal date
Disposal_Reason	Text	End of Life/Theft/Loss/Damage
Warranty_End_Date	Date	Date of warranty end
Software_Maintenance	Yes/No	On maintenance contract? 1=yes 0=no
Software_Maint_Cost	Currency	Annual maintenance contract cost
Software_Maint_End_Date	Date	Maintenance contract renewal date
Device_Name	Text	Name assigned to the device where software installed
Org	Text	Organization (Division/Section, etc) within the Agency responsible for asset
Physical_Address	Text	Specific location where asset installed
City	Text	City Asset where is located
Notes	Text	Notable comments about this software should be recorded here



2.4. Software Type and Subtype table

The purpose of this table is to provide examples of software types and associated subtypes for use in completing and submitting the agency IT asset inventory.

Type	SubType
Personal Computer	
PC	OS
PC	Database
PC	Application
PC	Web
PC	Utility
Mainframe	
Mainframe	OS
Mainframe	Database
Mainframe	Application
Mainframe	Web
Mainframe	Utility
Server	
Server	OS
Server	Database
Server	Application
Server	Web
Server	Utility